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AGENDA

Pwyllgor	PWYLLGOR CRAFFU AMGYLCHEDDOL
Dyddiad ac amser y cyfarfod	DYDD MAWRTH, 7 TACHWEDD 2017, 4.30 PM
Lleoliad	YSTAFELL BWYLLGORA 4 - NEUADD Y SIR
Aelodaeth	Cynghorydd Patel (Cadeirydd) Y Cynghorwyr Philippa Hill-John, Owen Jones, Caerhirfryn, Lay, Mackie, Owen, Wong a/ac Wood

Tua
Amser.

1 Ymddiheuriadau am Absenoldeb

Derbyn ymddiheuriadau am absenoldeb.

2 Datgan Buddiannau

Dylid gwneud hyn ar ddechrau'r eitem agenda dan sylw, yn unol â'r Cod Ymddygiad Aelodau.

3 Cofnodion (*Tudalennau 1 - 10*)

Cymeradwyo cofnodion y cyfarfod a gynhaliwyd ar 3 Hydref 2017 fel cofnod cywir.

4 Grangetown Werddach – Diweddarau'r Aelodau (*Tudalennau 11 - 46*) 4.40 pm

- (a) Mae'r Cynghorydd Michael Michael, Aelod Cabinet dros Strydoedd Glan, Ailgylichu a'r Amgylchedd wedi'i wahodd i ddod i'r cyfarfod a gwneud datganiad byr (os yw'n dymuno);
- (b) Mae Swyddogion o Gyfarwyddiaeth Gweithrediadau'r Ddinas wedi derbyn gwahoddiad i fod yn bresennol. Byddant yn rhoi cyflwyniad ac yn cynorthwyo wrth ateb unrhyw gwestiynau gan yr Aelodau;
- (c) Cwestiynau gan Aelodau'r Pwyllgor.

- 5 Rheoli Coed** (*Tudalennau 47 - 56*) 5.25 pm
- (a) Mae'r Cynghorydd Peter Bradbury, yr Aelod Cabinet dros Ddiwylliant a Hamdden wedi derbyn gwahoddiad i fod yn bresennol yn y cyfarfod a gwneud datganiad byw (os yw'n dymuno);
- (b) Mae Swyddogion o Gyfarwyddiaeth Gweithrediadau'r Ddinas wedi derbyn gwahoddiad i fod yn bresennol. Byddant yn rhoi cyflwyniad ac yn cynorthwyo wrth ateb unrhyw gwestiynau gan yr Aelodau;
- (c) Cwestiynau gan Aelodau'r Pwyllgor.
- 6 Partneriaeth Seiclo Dinasoedd Craidd HSBC a Beicio Prydain** (*Tudalennau 57 - 68*) 6.10 pm
- (a) Mae'r Cynghorydd Peter Bradbury, yr Aelod Cabinet dros Ddiwylliant a Hamdden, a'r Cynghorydd Caro Wild, yr Aelod Cabinet dros Gynllunio Strategol a Thrafnidiaeth wedi derbyn gwahoddiad i fod yn bresennol yn y cyfarfod a gwneud datganiad byr (os ydynt yn dymuno);
- (b) Mae Swyddogion o Gyfarwyddiaeth Gweithrediadau'r Ddinas wedi derbyn gwahoddiad i fod yn bresennol. Byddant yn rhoi cyflwyniad ac yn cynorthwyo wrth ateb unrhyw gwestiynau gan yr Aelodau;
- (c) Cwestiynau gan Aelodau'r Pwyllgor.
- 7 Adolygu Rhaglen Waith** (*Tudalennau 69 - 78*) 6.55 pm
- (a) Bydd y Prif Swyddog Craffu yn siarad trwy gynnwys presennol Rhaglen Waith Ddrafft 2017/18 y Pwyllgor Craffu Amgylcheddol gyda'r Aelodau;
- (b) Bydd gofyn i'r Aelodau drafod, ystyried a chytuno ar eitemau yn y dyfodol ar gyfer Rhaglen Waith 2017/18 y Pwyllgor Craffu Amgylcheddol.
- 8 Gohebiaeth** (*Tudalennau 79 - 126*) 7.15 pm
- Bydd yr aelodau'n cyflwyno sylwadau ar yr ohebiaeth a anfonwyd ac a dderbyniwyd yn ddiweddar gan y Cadeirydd ar ran y Pwyllgor.
- 9 Y Ffordd Ymlaen** 7.20 pm
- 10 Dyddiad y cyfarfod nesaf**
- Bydd cyfarfod nesaf y Pwyllgor ar 5 Rhagfyr 2017.

Davina Fiore

Cyfarwyddwr Llywodraethu a Gwasanaethau Cyfreithiol

Dyddiad: Dydd Mercher, 1 Tachwedd 2017

Cyswllt: Graham Porter, 029 2087 3401, g.porter@cardiff.gov.uk

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Mae'r dudalen hon yn wag yn fwriadol

ENVIRONMENTAL SCRUTINY COMMITTEE

3 OCTOBER 2017

Present: County Councillor Patel(Chairperson)
County Councillors Philippa Hill-John, Owen Jones, Lancaster,
Lay, Mackie, Owen, Wong and Wood

10 : APOLOGIES FOR ABSENCE

No apologies for absence were received.

11 : DECLARATIONS OF INTEREST

The following declaration of interest was received in accordance with the Members' Code of Conduct:

Councillor Mackie	Item 4	Personal
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12 : MINUTES

The minutes of the meeting held on 5 September 2017 were approved by the Committee as a correct record and were signed by the Chairperson.

13 : MANAGING FOOD HYGIENE IN CARDIFF

Councillor Mackie declared a personal interest in the following item under the Members Code of Conduct, as the Authority's appointed member of the Cardiff Port Health Authority.

The Committee received a report on the approach taken by the Shared Regulatory Service in managing food hygiene in Cardiff. The report sought to highlight the role, responsibilities and challenges; aims and objectives; performance targets and the resources available to Shared Regulatory Services (SRS) for managing food hygiene in Cardiff.

Members were advised that the Shared Regulatory Service, a collaborative service between Bridgend, Cardiff and Vale of Glamorgan Councils, was established in May 2015. SRS delivers the Trading Standards, Environmental Health and Licensing functions under a single management structure. The authority has a duty to enforce the Food Safety Act 1990, the Official Food and Feed Controls (Wales) Regulations 2009 and an array of food and feed legislation, and as part of the Food Standards Agency Framework Agreement the authority is required to produce a Food and Feed Plan setting out the arrangements in place to discharge its duties. The Shared Regulatory Services – Food and Feed Law Service Plan 2017/18 (Draft) was attached at Appendix A to the report.

SRS is responsible for, and committed to, the safety and quality of the food chain. To achieve this the service has adopted 12 aims and objectives detailed in the report. SRS also places the corporate priorities of the three councils at the heart of its operations. In developing its strategic priorities SRS has considered the priorities of

all three councils and the needs and aspirations of its partners and customers. Details of the three strategic priorities were also set out in the report.

Members were advised that there are 5,928 food premises within the area covered by SRS: 1,294 in Bridgend; 3,325 in Cardiff; and 1,309 in the Vale of Glamorgan. A profile of the food premises was provided in Appendix A of the report. SRS has the responsibility to monitor these premises to ensure that they meet the required food hygiene standards.

Decisions about enforcement action, and in particular decisions to prosecute, have serious implications for all involved and SRS has adopted a Compliance and Enforcement Policy. The Policy sets out the standards that will be applied by the Service when dealing with issues of non-compliance, and what residents, consumers and businesses can expect. The Policy aims to promote efficient and effective approaches to inspection and enforcement, and balance the need for improvement whilst minimising unnecessary burdens on business.

The Policy ensures that food and feed businesses receive interventions, for example, inspections in accordance with codes of practice and practice guidance. The local authority has a planned programme of interventions based on the requirements of the Food Law and Feed Law Codes of Practice and Practice Guidance. Following inspection from officers, premises are categorised from A (high risk) to E (lowest risk). Interventions are planned in accordance with the risk rating. The report provided the Committee with further details of the appropriate interventions for food premises categories A to E.

New businesses, or unrated premises, are subject to full inspection. These are undertaken within 28 days of the premises opening. Members were advised that Cardiff has a high turnover of businesses and this presents an additional challenge to the service. In 2016/17 416 new businesses were identified in Cardiff – compared to 194 in Bridgend and 140 in Vale of Glamorgan.

The report also provided a summary of the key food hygiene performance indicators.

The Food Hygiene (Wales) Act 2013 requires all relevant food businesses to display their food hygiene rating sticker in a prominent place so that customers can clearly identify the food hygiene score achieved. The scheme has been successful in raising public awareness of food hygiene in Wales, and has in turn increased food safety standards. Appendix 2 to the report provided the Committee with a breakdown of food hygiene standards ratings for food establishments in the city.

Furthermore, since November 2016 takeaways in Wales have been asked to include a bilingual statement on leaflets or flyers such as menus telling customers where they may find details of the food hygiene rating on the website of the Food Standards Agency. Members were advised that there is a need for additional enforcement for these additional requirements, in addition to the enforcement relating to the display of a food hygiene rating sticker.

The overall SRS financial budget for food and feeds safety is estimated to be £3,520,442. The Cardiff allocation is £1,968,050 net, which included £1,748,639 for staffing, £25,507 for travel/subsistence, £44,231 for sampling and £139,673 for

supplies and services. There are 34.09 FTE posts dealing with food hygiene issues across SRS; 19.45 of which are apportioned to Cardiff.

The Chairperson welcomed Councillor Michael Michael, Cabinet Member for Clean Street, Recycling and Environment; Dave Holland, Head of Regulatory Services; and Christina Hill, Operational Manager, Food Safety; to the meeting. Councillor Michael was invited to make a brief statement.

Councillor Michael stated that whilst the Shared Regulatory Service was established 3 years ago the service has taken time to gel. The SRS is performing well and the report before the Committee reflects this. Food hygiene was an important area of responsibility for the service.

Christine Hill provided the Committee with a verbal presentation on Food and Feed Law Service Plan 2017/18. Members were invited to comment, seek clarification or raise questions on the information received. Those discussions are summarised as follows:

- Officers confirmed that 100% of Category A and Category B premises were inspected during the year, along with 90% of Category C premises. The service area has a KPI which aims that all new businesses are inspected within 28 days of the business opening. 90% of new businesses are inspected within this timescale and those that are not inspected are usually not operating and ready for inspection. High risk new premises will always be prioritised.
- Members asked whether the services' aims and objectives are manageable within the resources available. Officers stated that the service is target driven and it was anticipated that all KPIs would be achieved. SRS are able to call on additional resources from Bridgend and Vale of Glamorgan the need arises. Working practices have changed and staff have adopted agile working. For example, staff are no longer office based. The FLESP sets out what is achievable with the budget available.
- Members asked whether income from training/advice sessions could be allocated towards the provision of additional staff. Officers stated that the income from providing advice to food business was insufficient to provide additional staff. The level of the fee is set nationally in conjunction with other authorities.
- Members noted that 94% of business were broadly compliant. Officers were asked whether any trends had been identified with the 6% of businesses that were failing and whether a plan of action had been implemented to address these failings. Officers considered that in view of the range of premises types and cuisines in Cardiff direct comparisons were not possible.
- Members questioned whether SRS had considered offering its services to other local authorities. Officers stated that SRS is expanding on its 'paid for' advice visits and uptake was increasing. SRS are also the primary authority for businesses with outlets in more than one local authority area. The Cabinet Members suggested that some expressions of interest have been received from other local authorities but he considered that the SRS should have time to settle before considering such steps.

- Officers advised that, in terms of food hygiene, South Wales compares poorly when compared to North and West Wales. The Food Hygiene Standards are acting as a competitive driver and this is driving up standards.
- A Member stated that there has been an increase in reports from Members of the public that food businesses are not displaying their food hygiene ratings in prominent places. Members asked how proactive the authority is the enforcement of this requirement. Officers confirmed that complaints are received from the public and the service is proactive in enforcement. A Fixed Penalty Notice (FPN) is issued to businesses which are found not to be displaying their ratings. Display of the notice is the first thing inspectors will look for during visits and officers will pay particular attention to this.
- A Member referred to concerns raised on a recent television programme, featuring staff from the SRS, that food businesses are not displaying their correct hygiene rating and are providing incorrect information on the telephone when asked for their hygiene rating. The Member asked whether the public could have faith in the food hygiene rating system. Officers stated that the television programme did help to raise public awareness. Officers were disappointed that the food businesses highlighted had not displayed correct scores and follow-up actions were planned. Members were asked to note that hygiene ratings can be checked on the Food Standards Agency website. More could be done to signpost members of the public to this information.
- Members asked whether food hygiene rating results were broadly improving since their introduction in 2013. Officers referred to the graph on page 75 of the report which indicated that food hygiene rating had consistently improved since 2013.
- Members asked whether, given the churn of food businesses in the City, there was any potential for pre-opening inspections or for making pre-opening advice visits mandatory. Officers considered that pre-opening inspections would impact on resources and businesses that were already trading would not be visited as a result.
- The Cabinet Members stated that in instances where businesses apply for change of use planning permission to allow for a food business to be trading, then officers in SRS should be notified early to enable SRS to start their processes. Discussions are on-going with a view to implementing a joined up approach between service areas.
- Members asked how often businesses that are rated 0 and 1 receive spot check visits and also what are the most common reasons for failures. Officers advised that there are set timescales for revisits, depending on the score achieved. A rating of zero means that there are poor practices and inspectors will make a judgement whether to revisit or to close the premises. Common reasons for failures were hygiene practices, temperature control and record keeping.
- A Member asked whether bi-lingual statements on take-away leaflets were statutory and how compliant businesses were. Officers indicated that leaflets do not need to be bi-lingual but they should contain information on how to access the FSA website. There is also no requirement to put food hygiene ratings on their

websites.

- Members commended the success of the food business workshops hosted by SRS at the Millennium Stadium and asked whether there was scope to hold smaller, more localised workshops, in the future. Officers welcomed the suggestion.

RESOLVED – That the Chairperson writes on behalf of the Committee to the Cabinet Member to convey their comments and observations.

14 : CARDIFF'S TAXI SERVICES

The Committee received a report providing a briefing on the way in which taxi services in Cardiff currently operate, the challenges they face and where improvements can potentially be achieved.

Members were advised that the Council acts as the Licensing Authority for taxi vehicles, taxi driver and taxi operators in Cardiff. The Licensing Authority has responsibility for setting the conditions and issuing licences to ensure that vehicles are safe and comfortable and that operators are fit and proper persons, medically fit, knowledgeable and free from relevant convictions.

There are two types of taxi licences in the UK; the Hackney Carriage Vehicle Licence and the Private Hire Taxi Licence. There are currently 946 Hackney Carriage Vehicle Licences, 1289 Private Hire Vehicle Licences and 80 Operator Licences issued in Cardiff. The differences between the two vehicle types were explained further in the report.

There have been recent developments within the taxi hire business with the arrival of new forms of business models where customers use online apps to access taxi services, such as Uber. Uber charge owner drivers a fee provided through their app and all payments are dealt with electronically. When a customer requests a taxi journey through the app the details are placed on a platform and Uber drivers are given an opportunity to bid for a fare; the customer then has the option to agree or decline one of the offers.

The Council developed a code explaining that Cardiff taxi operators and drivers are firmly committed to offering the highest levels of service to all passengers. The 'Cardiff Taxi Driver Code – Our Promise to Passengers' set out what passengers can expect from drivers and what drivers expect from their passengers.

The Committee heard that the legislation surrounding taxis is currently in the process of being devolved to the Welsh Government. The Welsh Government is reviewing its options around future arrangements and a consultation exercise based on a recent Law Commission review of the law governing taxi and private hire vehicles has been conducted. The review made 84 recommendations, many of which were reflected in the Welsh Government's proposals for reform. A number of the proposals were details in the report.

Members were also advised that on 6 December 2016 the Public Protection Committee received a report entitled 'Hackney Carriage Vehicle Licence Limitation. The Public Protection Committee resolved to continue with the moratorium, originally

implemented in 2010, on granting new Hackney Carriage Vehicle licences as it was satisfied there was no significant unmet demand for taxis in the City.

The Chairperson invited Will Lane, Operational Manager, Public Protection, to deliver a brief presentation on taxi services in the City. Members of the Committee were then invited to comment, seek clarification or raise questions on the information received. Those discussions are summarised as follows:

- Members asked what enforcement was in place to prevent taxis using bus lanes as unofficial taxi ranks and how many prosecutions or other actions have been carried out. Officers advised that Fixed Penalty Notices (FPNs) can be issued to drivers parking in bus lane. Responsibility for FPNs lies with officers in Highways. Officers did not have any figures in terms of prosecutions as this information is not routinely provided to the Licensing Team. Officers stated that if any particular taxi drivers were identified who are continually blocking bus lanes then they would be happy to report the matter to the Public Protection Committee.
- A number of Members of the Committee considered that the use of bus lanes as unofficial taxi ranks was the result of there being insufficient rank space in the City Centre. Taxis are regularly forming unofficial ranks after 6.30 pm. Drivers are also causing problems by parking on junctions in Greyfriars and on Wood Street. Concerns were expressed regarding the lack of official taxi rank spaces in the City Centre and the implications for these unofficial ranks had for public safety.
- Members asked whether the Council has the authority to form new or temporary taxi ranks during peak periods, for example a rank in the Civic Centre near City Hall or Museum Place. Officers stated that the matter was currently being investigated and has been raised previously at Taxi Forum meetings. Any solution will be the responsibility of the Highways Authority, though the Licensing Authority will be consultees.
- Referring to the number of complaints received, Members asked whether it was possible to have a breakdown of the complaints received, for example, the issues the complaints relate to; the number of complaint received; the number of complaints subsequently considered at Public Protection Committee. Members also asked whether the complaints procedure was over complicated and whether it could be streamlined. Officers stated that a new database was being developed which would be able to provide the level of detail suggested. Officers noted the comments made regarding the complaints procedure. Members were advised that the process, in terms of gathering evidence and statements, needs to be robust as the Committee's decisions are often tested in the Magistrates Court during appeals.
- Responding to a question, officers explained that spot checks do not target particular drivers or vehicles. Spot checks are conducted and checks a made on whether the vehicle is operating in compliance with the conditions of service, e.g. is driver I.D. displayed? is for hire light illuminated? 'Mystery Shopper' exercises are also occasionally carried out e.g. to test whether private hire vehicles are willing to take fares from customers who flag them down in the street (which they are not permitted to do).

- Members sought further information regarding how taxi licensing fees are set. Officers advised that fees are calculated by using an all-Wales toolkit. The authority may only recharge the cost of providing the licensing service and the authority is constrained by legislation.
- Members noted that drivers who are licenced by another authority are legally permitted to ply for trade in Cardiff. Officers were asked to comment. Officers stated that the Welsh Government consultation exercise has sought views regarding this issue. This Authority has no enforcement powers over drivers licenced by other authorities. Officers considered that the issue is recognised and the legislation that allows it is old and arguably no longer fit for purpose. Drivers working within the SRS area: Cardiff, Vale of Glamorgan and Bridgend; are asked to declare which area they intend to work in.
- A Member asked whether it was possible to reduce licence fees for drivers who were operating 'cleaner' vehicles. Officers stated that the legislation does not allow for the authority to offer such incentives.
- Referring to the use of the meter for all journeys within the city limits, a Member asked what training or testing drivers receive and what action can be taken to reduce the number of complaints. Officers stated that taxi drivers are professionals and it is their duty to know where the city boundaries lay. Drivers are required to pass the 'knowledge' test – which asked drivers to most appropriate route between locations in the city.
- Members noted that a survey indicated 57% of passengers felt safe in a taxi. Members considered this to be a poor result and asked what additional measure to be taken to improve matters. Officers felt that those who felt unsafe may be concerned with their safety at potential flashpoints such as at taxi ranks. The Business Improvement District scheme is looking to bolster the taxi marshal service. References are not required from applicants for taxi drivers licences but an enhanced DBS check is necessary.
- Members asked for clarification on the remit of taxi marshals, for example, how they deal with refusal of fares. Officers advised that taxi marshals were part of the City Centre Management Team. Officers offered to provide further details re taxi marshals instructions to the Committee. Members were advised that officers from City Centre Management and Licensing have regular meetings to discuss the night time economy management.
- Officers described the circumstances under which it would be reasonable for a taxi driver to refuse a fare. Members were also advised that taxi drivers are permitted to ask for a deposit or part payment at the commencement of a journey. Passengers are not obliged to pay in advance or give a deposit and the driver cannot refuse the fare if passengers are unwilling to pay.
- Referring to the recent decision by Transport for London to refuse Uber an operators' licence, Members asked whether similar issues have been experienced in Cardiff. Officers stated that they were unaware of any concerns. There were estimated to be 40,000 Uber drivers operating in London, compared with between 250 and 300 in Cardiff. Uber in London and Uber in Cardiff were also operated

by different companies. Officers considered that there were some positives to the 'app-based' approach and it was popular with customers.

RESOLVED – That the Chairperson writes on behalf of the Committee to the Cabinet Member to convey their comments and observations.

15 : MEMBER BRIEFING: FIRST CARDIFF LOCAL DEVELOPMENT PLAN ANNUAL MONITORING REPORT

Members noted the content of the 'First Cardiff Local Development Plan Annual Monitoring Report' that was presented to Cabinet at its meeting on Thursday 21st September 2017. The Principal Scrutiny Officer talked Members through the content of the report, this included the structure of the document, key findings and recommendations. Members agreed with the view that it was too early to draw any real long term conclusions from the report and that it should be used as an initial baseline document against which future progress should be measured. The Committee agreed to include the 'Second Cardiff Local Development Plan Annual Monitoring Report' to the list of potential work programme ideas for 2018/19; the suggested aim would be to scrutinise this document against the progress achieved in terms of delivering Cardiff's Local Development Plan and comparing this against the baseline figures set out in the 'First Cardiff Local Development Plan Annual Monitoring Report'.

In addition to deferring more detailed scrutiny of the 'Second Cardiff Local Development Plan Annual Monitoring Report' to 2018/19 Members stressed the long term importance of driving 50:50 modal shift. They felt that Cardiff's Local Development Plan was an important vehicle for driving 50:50 modal shift and that scrutinising the transport element of this was very important going forward, as a result the Committee is very keen to scrutinise any future transport plans for Cardiff, this would include the green paper on transport due to be produced before the end of the 2017/18 financial year.

Finally, the Committee are aware that the Council is updating a number of Supplementary Planning Guidance documents that link directly into the progressing Cardiff's Local Development Plan. Members confirmed that they will review the suite of new Supplementary Planning Guidance documents and look to scrutinise these during 2017/18 should they feel it is appropriate.

AGREED – That the report be noted.

16 : ENVIRONMENTAL SCRUTINY COMMITTEE - WORK PROGRAMME 2017/18

The Principal Scrutiny Officer presented an update on the Committee's Work Programme. Members were asked to consider potential items for the November and December committee cycle. The Committee discussed the work programme and a number of options were put forward including the Cycling Strategy, Drainage Programme and Winter Maintenance.

AGREED – That the Principal Scrutiny Officer write to Members of the Committee outlining the Committee's Work Programme for November and December.

17 : DATE OF NEXT MEETING

Members were advised that the next Environment Scrutiny Committee is scheduled for 7 November 2017.

The meeting terminated at Time Not Specified

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**CYNGOR CAERDYDD
CARDIFF COUNCIL**

ENVIRONMENTAL SCRUTINY COMMITTEE

7 NOVEMBER 2017

GREENER GRANGETOWN – MEMBER BRIEFING

Reason for the Report

1. To provide Members with a background information briefing on the Greener Grangetown project; to assess progress achieved to date on the scheme; to consider lessons learnt from the project and most importantly to identify future potential opportunities arising for Cardiff from the scheme.

Background

2. Grangetown is a thriving urban community of almost 20,000 residents, with a population density of almost twice the average of the city. It has one of the most culturally diverse communities of any Council ward in Wales. The ward is situated on the west bank of the river Taff.
3. Approximately eight years ago, an opportunity was identified by a Cardiff Council officer to use the proximity of Grangetown to the River Taff to rethink the surface water management strategy in the area and trigger a range of wider benefits for the community. This idea formed the basis for the 'Greener Grangetown' project which has become a partnership project between Cardiff Council, Dŵr Cymru Welsh Water and Natural Resources Wales.
4. To create a formal structure for the project the three partners created a signed memorandum of agreement; a project board with equal representation; and an equally funded design/consultation process.

5. The main driver for Greener Grangetown is sustainable water management; but the aims of the project are much broader. Overall the project aims to achieve the following:
- To explore the feasibility of managing surface water in Grangetown with the aim of minimising the amount of water entering the surface water system and using it in a more beneficial way. The rationalisation of the carbon footprint associated with this management was also seen as important.
 - To understand the practicality and implications of retrofitting Sustainable Drainage Systems (SuDS)/green infrastructure throughout the study area, accompanied by the wider benefits of Water Sensitive Urban Design.
 - To integrate the chosen measures into the public space to enhance the overall outdoor experience, and link the city, the river and the green spaces for the benefit of all.
 - To encourage water efficiency and behavioural change towards water usage.
 - To understand how best to establish community engagement and to ensure that directly affected residents and other interested parties are involved at an appropriate level.
 - To improve the perception of Grangetown and increase pride in the community.
 - To provide an adaptable framework toolkit for future projects in Cardiff and wider afield, plus develop ideas to incorporate into the CIRIA Water Sensitive Urban Design guide.
 - To identify, reduce and manage environmental risk associated with the preferred options.
 - To address issues associated with climate change, such as flash flooding and water shortages, as these are expected to become more severe over time and dealing with them now could save time and expense in the future.
 - To assess the success and practicality of partnership working.

Water Sensitive Urban Design

6. The project is based on the idea of using Water Sensitive Urban Design as a catalyst for maximising the benefits from surface water rather than disposing of it directly into the sewer system. The potential benefits resulting from implementing such a scheme include improved water quality, financial, health benefits, increased recreational spaces, community engagement and education.

The 'Greener Grangetown' Report

7. At the outset of the project the partnership commissioned the consultants Arup to undertake a feasibility study for Greener Grangetown. This considered the surface water management regime and how parts of the Grangetown ward could be united with the riverine environment. The feasibility study report which was titled 'Greener Grangetown' was published in May 2013.
8. The study benefited from the pioneering work which had been undertaken by Dwr Cymru Welsh Water in their 'Surface Water and Elimination Reduction Strategy'. It was also supplemented with water and energy efficient measures for the community within a Water Sensitive Urban Design framework.
9. The study area focused on the area of Grangetown bordered by Corporation Road and Clare Road on the west, the River Taff on the east and the railway line to the north.
10. A number of tasks were identified during the study that were vital to the delivery of the project. Ensuring that these were achieved during the implementation of the scheme was essential. The main tasks of the Greener Grangetown project delivery are listed below:
 - To identify opportunities for implementing surface water elimination and reduction through Water Sensitive Urban Design;
 - To create water efficiency through Water Sensitive Urban Design;
 - To assess the wider costs and benefits of the scheme;
 - To ensure there is proper stakeholder engagement and consultation;

- To provide a framework for assessing the governance and interaction between stakeholders in this work, including barriers and benefits, how these can be maximised and how to monitor and evaluate collaborative working through the project.
11. During the evaluation a number of options for each street type were developed. These were assessed and the preferred option for each one identified by considering the maximum wider benefits, for example, cost, maintenance and constructability issues.
 12. An investigation identified that there were restrictions on the use of infiltration options; this led to the use of proposals based around attenuation features, i.e. features which direct surface water into particular areas. Reprofiled streets and shallow drainage collect the surface water and direct it to planters and swales which provide treatment through bio-remediation before the flows enter the River Taff.
 13. The study proposed that planters and pocket parks would be located along the streets providing the water treatment and attenuation features but also acting as catalysts for the wider Water Sensitive Urban Design benefits. Other ideas which were considered included spaces for community gatherings, art installations, educational and recreational features, mini-orchards, allotments, cycle paths and safe routes to school.
 14. Any new streetscapes will require different operations and maintenance regimes to the ones that currently exist. The Council will need to review the new requirements and address any legal considerations around ownership and maintenance.
 15. The report included a feasibility study which identified a number of key findings that relate to the delivery of the project, these were:
 - **Impermeable Area Removed** - The potential for removing surface water was assessed by considering the impermeable area that could be intercepted. Taking the roads, alleys, and portion of roofs draining to the front gave a figure for the impermeable areas that could be diverted. Based on the study, 42,480 m² of hard surface run-off will be intercepted and removed from the sewer system. It

is anticipated that residual flows from back gardens and rear portions of roofs will still enter the combined system, ensuring that the sewers were still flushed with adequate volumes of surface water.

- **Dwr Cymru Welsh Water Asset Benefits** – That Dwr Cymru Welsh Water’s Western District Pumping Station (behind the Pump House on Penarth Road) is already operating at near capacity and there are other flows from existing combined sewer overflows on the sewers connecting to this Pumping Station into the River Taff. The costs were assessed for the reduction in pumped volumes through the Marl, Western District and Cog Moors Pumping Stations; reduced volumes treated at Cog Moors Wastewater Treatment Plant and released capacity within the system for future developments.

With the treatment works six miles away and the final discharge point approximately eight miles from Grangetown, reductions in pumped and treated volumes have immediate corresponding cost, energy and carbon savings. The cost savings are based upon the current energy bills and volumes treated at the different facilities.

- **Development Benefits** - Grangetown is located at the downstream end of the catchment. Removing flows at this location relieves capacity for additional flows from new developments in the vicinity or upstream. It also provides a ‘buffer’ to the system for extreme events. Considering the volume of surface water diverted from the system by this scheme and equating that to the foul flows that would be generated by new developments provides an equivalent capacity released.
- **Water Efficiency Benefits** – A Natural Resources Wales report identified that 89% of the carbon emissions associated with water use (water abstraction, treatment, conveyance, use and disposal) relate to water use in the home. It is, therefore, very important to use this project as a catalyst to engage with the residents and encourage behavioural change both through education and upgrades to domestic appliances (for example low flow aerator taps and water butts).

16. Dwr Cymru Welsh Water completed a pre-feasibility study of water efficiency intervention for the study area. This detailed the current water consumption figures, possible water efficiency devices and interventions. The Energy Savings Trust was engaged to run their Water and Energy Modelling model using the data from the Dwr Cymru Welsh Water report. The Energy Saving Trust looked at the level of likely adoption of the different interventions, for example, the water savings per device and the likely percentage uptake for any interventions. From the results of these assessments, they calculated the reduction in water demand, reduced hot water demand and associated carbon and energy bill savings and metered water savings.

Finances & Delivery Timescale

17. The project will cover approximately 500 houses in the area.
18. It will cost approximately £2 million for the basic implementation. Welsh Water has invested £1 million to the project and the Council has matched this sum with £750,000 of capital funding and £750,000 from the Landfill Communities Fund. Natural Resources Wales has allocated £50,000 towards the design elements of the project.
19. The main design, tendering, project management and supervision of construction has been carried out with a combination of in-house resources and locally based Consultants. This will make Cardiff a UK leader in retro-fitting urban sustainable drainage.
20. Certain benefits can be monetarised to capture their value; for example, carbon footprint reductions, health benefits of green spaces, changes to house prices and increased commercial activity.

Benefits

21. The anticipated headline benefits coming from the Greener Grangetown scheme are set out in the bullet points below:
- **42,480 m²** – the number of square metres of surface water removed from the combined waste water network (the equivalent of ten football pitches);
 - **1,600 m²** – the number of square metres of additional green space;

- **495 m²** – the number of square metres of new paving that will be installed;
- **135 trees** – the number of new trees that will be planted;
- **45 shrubs & grasses** – the number of different species of shrubs and grasses that will be planted;
- **26 cycle stands** – the number of new cycle stands that will be installed;
- **19 trees** – the number of different species of tree that will be planted;
- **12 litter bins** – the number of new litter bins that will be installed;
- **10 seats & benches** – the number of new seats and benches that will be installed;
- **8 miles** – the number of miles rainwater from Grangetown is pumped out to sea.

22. In addition to the headline benefits set out above it is hoped that the Greener Grangetown scheme will trigger a number of wider benefits, these include:

- Increased community cohesion / engagement and enhanced community pride;
- Improved health & wellbeing through easier access to recreational opportunities;
- Improved transport and connectivity;
- Safer routes to school;
- Educational opportunities around visually connecting with the water cycle;
- Enhancing economic / commercial potential from opening up the embankment;
- Improved air and water quality management;
- Helping to develop sustainable behaviour;
- Better climate change resilience and a reduction in carbon footprint;
- Additional green space providing opportunities for improved biodiversity, conservation corridors and increased connectivity to the river and the bay;
- Reduced crime through greater visibility, increased footfall, one-way traffic;
- Real partnership working.

Challenges

23. During the planning and implementation stages of the Greener Grangetown scheme the project management team has identified the following issues as key challenges, they are:
- Quantification of benefits;
 - Direct funding is from three different organisations with different drivers and responsibilities;
 - Stakeholder engagement - most culturally diverse council ward in Wales, with 92% of children attending the local school with English as their second language;
 - Dealing with combined sewers;
 - Dealing with local parking challenges;
 - Working with and around unmarked utility services;
 - The challenges encountered with retrofitting around existing buildings, structures and vegetation;
 - Working in unchartered territory to deliver a scheme which is the first of its kind in Europe.

Lessons Learnt & Future Opportunities

24. It is important that the challenges and experiences of developing of the Greener Grangetown scheme are understood, recorded and learnt. Understanding the challenges and creating a list of lessons learnt is a crucial element in ensuring that the Council maximises the future opportunities in this areas. During this meeting Members will have an opportunity to discuss the lessons learnt and consider any future potential opportunities arising from the Greener Grangetown scheme.

Previous Scrutiny

25. The Environmental Scrutiny Committee previously scrutinised the Greener Grangetown scheme on the 8th April 2014 and 19th May 2015. The papers for both of these meetings are attached to this report as **Appendices 1 & 2**. The meeting on the 8th April 2014 addressed the delivery plans for the Greener Grangetown scheme, while the meeting on the 19th May 2015 considered the results of the consultation

exercise. Following both of these meetings letters were sent to the Cabinet Member; the letter sent to the Cabinet Member following the meeting of the 8th April 2014 is attached to this report as **Appendix 3**, while the letter sent to the Cabinet Member following the meeting on the 19th May 2015 is attached as **Appendix 4**.

Way Forward

26. Councillor Michael Michael, Cabinet Member for Clean Streets, Recycling & Environment has been invited to attend for this item. They will be supported by officers from the City Operations Directorate.

Legal Implications

27. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct legal implications. However, legal implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any legal implications arising from those recommendations. All decisions taken by or on behalf of the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers on behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. Scrutiny Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

Financial Implications

28. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct financial implications at this stage in relation to any of the work programme. However, financial implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to

Cabinet/Council will set out any financial implications arising from those recommendations.

RECOMMENDATION

The Committee is recommended to:

- i. Note the contents of the attached report;
- ii. Consider whether they wish to pass on any comments to the Cabinet following scrutiny of the item titled 'Greener Grangetown – Member Update'.

DAVINA FIORE

Director of Governance & Legal Services

1 November 2017

GREENER GRANGETOWN – DELIVERY PLANS

Reason for Report

1. To provide Members with some background to the Greener Grangetown project and consider the plans which have been put in place for delivery of the scheme.

Background

2. Grangetown is a thriving urban community of almost 20,000 residents, with a population density of almost twice the average of the city. It has one of the most culturally diverse communities of any Council ward in Wales. The ward is situated on the west bank of the river Taff.
3. Approximately four years ago, an opportunity was identified by a Cardiff Council officer to use the proximity of Grangetown to the River Taff to rethink the surface water management strategy in the area and trigger a range of wider benefits for the community. This idea formed the basis for the 'Greener Grangetown' project which has become a partnership project between Cardiff Council, Dŵr Cymru Welsh Water and Natural Resources Wales.
4. To create a formal structure for the project the three partners have created a signed memorandum of agreement; a project board with equal representation; and an equally funded design/consultation process.
5. The main driver for Greener Grangetown is sustainable water management; but the aims of the project are much broader. A series of workshops were held which identified the following objectives:
 - To explore the feasibility of managing surface water in Grangetown with the aim of minimising the amount of water entering the surface water system and using it

in a more beneficial way; the rationalisation of the carbon footprint associated with this management was also seen as important.

- To understand the practicality and implications of retrofitting Sustainable Drainage Systems (SuDS)/green infrastructure throughout the study area, accompanied by the wider benefits of Water Sensitive Urban Design.
- To integrate the chosen measures into the public space to enhance the overall outdoor experience, and link the city, the river and the green spaces for the benefit of all.
- To encourage water efficiency and behavioural change towards water usage.
- To understand how best to establish community engagement and to ensure that directly affected residents and other interested parties are involved at an appropriate level.
- To improve the perception of Grangetown and increase pride in the community.
- To provide an adaptable framework toolkit for future projects in Cardiff and wider afield, plus develop ideas to incorporate into the CIRIA Water Sensitive Urban Design guide.
- To identify, reduce and manage environmental risk associated with the preferred options.
- To address issues associated with climate change, such as flash flooding and water shortages, as these are expected to become more severe over time and dealing with them now could save time and expense in the future.
- To assess the success and practicality of partnership working.

Water Sensitive Urban Design

6. The project is based on the idea of using Water Sensitive Urban Design as a catalyst for maximising the benefits from surface water rather than disposing of it directly into the sewer system. The potential benefits resulting from implementing

such a scheme include improved water quality, financial, health benefits, increased recreational spaces, community engagement and education.

The 'Greener Grangetown' report

7. The partnership commissioned the consultants Arup to undertake a feasibility study for Greener Grangetown. This considered the surface water management regime and how parts of the Grangetown ward could be united with the riverine environment. The report which was titled 'Greener Grangetown' was published in May 2013.
8. The study benefited from the pioneering work which had been undertaken by Dwr Cymru Welsh Water in their 'Surface Water and Elimination Reduction Strategy'. It was also supplemented with water and energy efficient measures for the community within a Water Sensitive Urban Design framework.
9. The study area focused on the area of Grangetown bordered by Corporation Road and Clare Road on the west, the River Taff on the east and the railway line to the north. A map of the project area has been attached as **Appendix 1**.
10. A number of tasks were identified during the study that are vital to the delivery of the project. Ensuring that these are achieved during the implementation of the scheme is essential. The main tasks of the Greener Grangetown project delivery are listed below:
 - To identify opportunities for implementing surface water elimination and reduction through Water Sensitive Urban Design;
 - To create water efficiency through Water Sensitive Urban Design;
 - To assess the wider costs and benefits of the scheme;
 - To ensure there is proper stakeholder engagement and consultation;
 - To provide a framework for assessing the governance and interaction between stakeholders in this work, including barriers and benefits, how these can be maximised and how to monitor and evaluate collaborative working through the project.
11. During the evaluation a number of options for each street type were developed. These were assessed and the preferred option for each one identified by

considering the maximum wider benefits, for example, cost, maintenance and constructability issues. **Appendix 2** shows a plan of the type of scheme which could be implemented.

12. An investigation identified that there were restrictions on the use of infiltration options; this led to the use of proposals based around attenuation features, i.e. features which direct surface water into particular areas. Reprofiled streets and shallow drainage collect the surface water and direct it to planters and swales which provide treatment through bio-remediation before the flows enter the River Taff.
13. The study proposed that planters and pocket parks would be located along the streets providing the water treatment and attenuation features but also acting as catalysts for the wider Water Sensitive Urban Design benefits. Other ideas which were considered included spaces for community gatherings, art installations, educational and recreational features, mini-orchards, allotments, cycle paths and safe routes to school. **Appendix 3** shows an artist's impression of what the proposed planters and pocket parks could look like.
14. Any new streetscapes will require different operations and maintenance regimes to the ones that currently exist. The Council will need to review the new requirements and address any legal considerations around ownership and maintenance.
15. The report included a feasibility study which identified a number of key findings that relate to the delivery of the project, these were:
 - **Impermeable Area Removed** - The potential for removing surface water was assessed by considering the impermeable area that could be intercepted. Taking the roads, alleys, and portion of roofs draining to the front gave a figure for the impermeable areas that could be diverted. Based on the study, up to 155,770 m² of hard surface run-off could be intercepted and removed from the sewer system. It is anticipated that residual flows from back gardens and rear portions of roofs will still enter the combined system, ensuring that the sewers were still flushed with adequate volumes of surface water.
 - **Dwr Cymru Welsh Water Asset Benefits** – That Dwr Cymru Welsh Water's Western District Pumping Station (behind the Pump House on Penarth Road) is

already operating at near capacity and there are other flows from existing combined sewer overflows on the sewers connecting to this Pumping Station into the River Taff. The costs were assessed for the reduction in pumped volumes through the Marl, Western District and Cog Moors Pumping Stations; reduced volumes treated at Cog Moors Wastewater Treatment Plant and released capacity within the system for future developments.

With the treatment works six miles away and the final discharge point approximately eight miles from Grangetown, reductions in pumped and treated volumes have immediate corresponding cost, energy and carbon savings. The cost savings are based upon the current energy bills and volumes treated at the different facilities.

- **Development Benefits** - Grangetown is located at the downstream end of the catchment. Removing flows at this location relieves capacity for additional flows from new developments in the vicinity or upstream. It also provides a 'buffer' to the system for extreme events. Considering the volume of surface water diverted from the system by this scheme and equating that to the foul flows that would be generated by new developments provides an equivalent capacity released.
- **Water Efficiency Benefits** - A recent Natural Resources Wales report identified that 89% of the carbon emissions associated with water use (water abstraction, treatment, conveyance, use and disposal) relate to water use in the home. It is therefore very important to use this project as a catalyst to engage with the residents and encourage behavioural change both through education and upgrades to domestic appliances (for example low flow aerator taps and water butts).

16. Dwr Cymru Welsh Water completed a pre-feasibility study of water efficiency intervention for the study area. This detailed the current water consumption figures, possible water efficiency devices and interventions. The Energy Savings Trust was engaged to run their Water and Energy Modelling model using the data from the Dwr Cymru Welsh Water report. The Energy Saving Trust looked at the level of likely adoption of the different interventions, for example, the water savings per device and the likely percentage uptake for any interventions. From the results of these

assessments, they calculated the reduction in water demand, reduced hot water demand and associated carbon and energy bill savings and metered water savings.

Monetisation

17. Certain benefits can be monetarised to capture their value; for example, carbon footprint reductions, health benefits of green spaces, changes to house prices and increased commercial activity. It is projected that the scheme will generate £250,000 in terms of savings per annum and that the costs for delivering the project will be paid back in approximately 10 years.

Wider Benefits

18. It is hoped that the Greener Grangetown project will provide a valuable amenity feature by creating an attractive open space along with a variety of economic, environmental, ecological and social / socio-economic benefits. It is anticipated that the project will create wider benefits in the following areas:
 - Community Pride;
 - Outdoor Experience;
 - Health & Wellbeing;
 - Transport & Connectivity;
 - Community Engagement;
 - Sustainable Behaviours;
 - Managing Surface Water;
 - Biodiversity;
 - Water Efficiency;
 - Carbon Footprint;
 - Climate Change Resilience;
 - Green Spaces;
 - Water Quality;
 - Economic Effect;
 - Operational Management;
 - Partnership Working.

19. As this scheme is unique, it is anticipated that the lessons learnt from the design, consultation and analysis stages will provide useful guidance for other such future schemes.

Project Finance & Timescales

20. The Greener Grangetown project will be delivered in two initial phases. The design for Phase 1 has started and will cover approximately 500 houses in the area. The main design, tendering, project management and supervision of construction are being carried out in-house, in recognition that the successful delivery is very likely to ensure more phases over the coming years. This will not only ensure fee paid work for several officers, but make Cardiff a UK leader in retro-fitting urban sustainable drainage. It will cost approximately £2 million to implement the basic scheme, although if sufficient funds become available then an upgraded option could be delivered for £2.4 million. Welsh Water has committed £1 million to phase 1 of the project and the Council has matched that through a capital sum of £750,000 to date. Natural Resources Wales has allocated £50,000 for the design phase of the project. Further applications for Welsh Government funding have been made and are pending.
21. It is anticipated that public consultation on the scheme will start in May 2014 and last for up to four weeks. This will be followed by more detailed resident consultation in June 2014 when individual households will be asked to confirm their preference for the type of scheme implemented in the area, for example, they may be consulted on parking options and the degree to which their properties are retro fitted to better manage rainwater.
22. It is hoped that a tender exercise to appoint a construction partner will start in August 2014, with the successful bidder being in place to start work by December 2014. The expected build cost for such a project is between six to eight months, i.e. phase 1 will be complete by the summer of 2015.
23. Once phase 1 has been completed there will be a pause in the process to reflect on the success of the project and consider how the process can be improved. The lessons learnt will be recorded and used to inform phase 2 of the project. Phase 2

will cover an area of between 300 and 400 properties in the ward. It is anticipated that costs and delivery timescales for phase 2 will be similar to phase 1.

Challenges

24. The team with responsibility for delivering the project has identified the following issues as the projects key challenges, they are:

- Quantification of benefits;
- Direct funding is from three different organisations with different drivers and responsibilities;
- Stakeholder engagement - most culturally diverse council ward in Wales, with 92% of children attending the local school with English as their second language;
- Dealing with combined sewers.

25. The report concluded by setting out a summary of headline and other benefits which it is hoped that the project will deliver. These are listed below:

Headline Benefits

- Removing 155,000m² of impermeable area;
- Releasing capacity for between 6,000 and 12,000 new homes;
- Realising annual monetarised benefits in the order of £250,000;
- Payback period of 12 years;
- 16,500m² increase in green space;
- Approximately 400 additional trees.

Other benefits

- Increased community cohesion;
- Better health through easier access to recreational opportunities;
- Safer routes to school;
- Educational opportunities around visually connecting with the water cycle;
- Commercial potential for opening up the embankment;
- Improved air and water quality;
- Additional green space providing opportunities for

conservation corridors and increased connectivity to the river and the bay;

- Reduced crime through greater visibility, increased footfall, one-way traffic.

Legal Implications

26. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct legal implications. However, legal implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any legal implications arising from those recommendations. All decisions taken by or on behalf the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers on behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. Scrutiny Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

Financial Implications

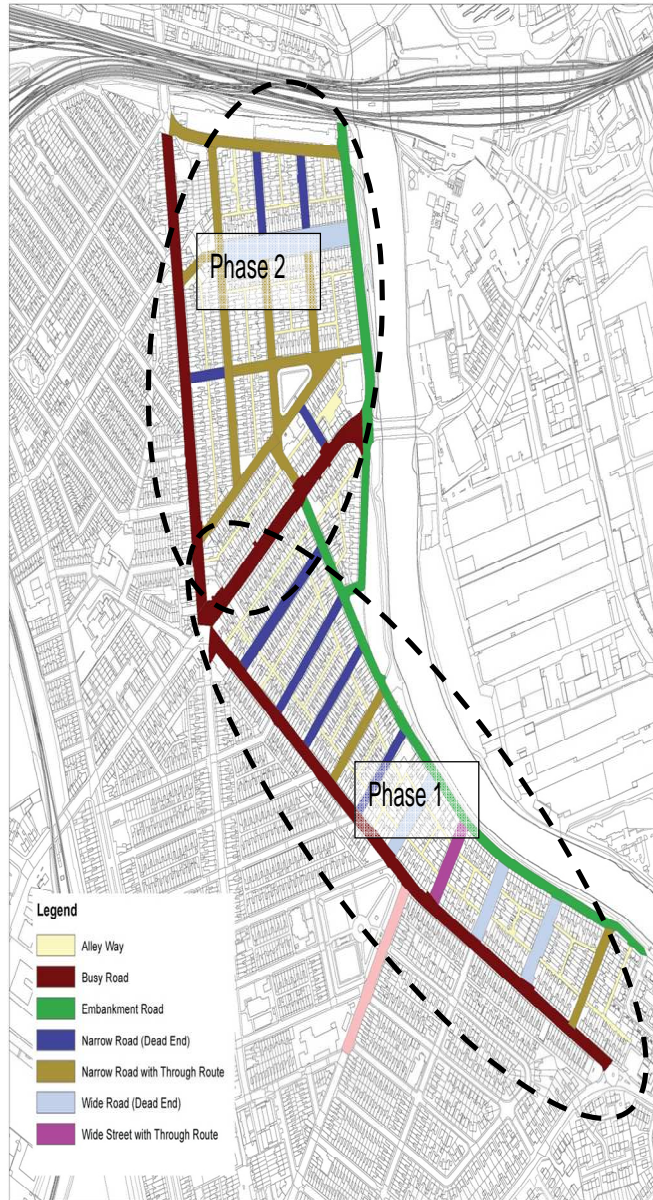
27. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct financial implications at this stage in relation to any of the work programme. However, financial implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any financial implications arising from those recommendations.

RECOMMENDATIONS

The Committee is recommended to:

1. Take account of the information received at the meeting, and;
2. Report any comments to the Cabinet for their consideration.

Marie Rosenthal
County Clerk and Monitoring Officer
2nd April 2014



Greener Grangetown



Appendix 2 – A plan of the type of scheme which could be implemented in the Greener Grangetown Project.



Greener Grangetown



Appendix 3 - an artists impression of what the proposed planters and pocket parks in Greener Grangetown could look like.



Appendix 3 - an artists impression of what the proposed planters and pocket parks in Greener Grangetown could look like.



GREENER GRANGETOWN – FINAL CONSULTATION PHASE

Reason for the Report

1. To provide Members with the opportunity to be a part of the final phase of the Greener Grangetown consultation exercise, for example, looking at proposed street designs and proposed delivery timelines.

Background & Previous Scrutiny

2. The Committee scrutinised an item titled 'Greener Grangetown – Delivery Plans' on the 8th April 2014. The papers for the meeting are attached to this paper as

Appendix 1. The paper provided details on:

- The geography and community of Grangetown;
- The proposal of the proximity of Grangetown to the River Taff to rethink the surface water management strategy in the area and trigger a range of wider benefits for the community;
- The partnership Cardiff Council, Dŵr Cymru Welsh Water and Natural Resources Wales to deliver the project;
- The benefits of Greener Grangetown and sustainable water management;
- The concept of Water Sensitive Urban Design as a catalyst for maximising the benefits from surface water rather than disposing of it directly into the sewer system;
- Details of the report commissioned on the 'Greener Grangetown' project;
- The location of the project was set out in a clearly defined map of the area;
- The tasks required to deliver the project;
- The different options considered during the evaluation process;
- The various techniques proposed for use in the project;

- Legal considerations around ownership and maintenance of the scheme;
 - Details of the outcome of the feasibility study;
 - Potential financial and other benefits from the scheme;
 - Finances and timescales;
 - The consultation phase of the exercise;
 - The challenges facing the project.
3. Following the meeting the Chair of the Committee wrote a letter to the Cabinet Member for Transport, Planning & Sustainability; this set out the comments and observations of the Committee and has been attached as **Appendix 2**. The main comments were:
- The Members were very impressed with the aims and ambitions of the Greener Grangetown project;
 - They passed on their congratulations to the staff and asked if they could visit the scheme once completed in 2015;
 - They were assured that the key issue of parking will be a central theme of the consultation exercise and that local resident input will shape the final design of the scheme.
4. After years of feasibility studies, planning and testing the Council has reached the final consultation stage. This consultation process started on the 11th May 2015 and will last for six weeks. After taking on the comments and observations of the consultation exercise a series of final designs will be prepared for tender. It is anticipated that the work on the scheme will begin in November 2015.
5. As a part of the six week consultation phase the Committee will have the opportunity to review:
- A short presentation video on the Greener Grangetown scheme which describes the nature of the scheme and the benefits that it will bring to Cardiff;
 - The street designs for the Greener Grangetown scheme which are being circulated as a part of the consultation exercise;
 - The consultation methodology being applied against the proposals for the scheme, for example, the stakeholders who are involved with the process;

- Future timelines for delivery of the scheme;
- Future internal and external benefits for the Council and Cardiff.

Way Forward

6. Councillor Ramesh Patel (Cabinet Member for Transport, Planning & Sustainability) has been invited to attend for this item. He will be supported by officers from the Strategic Planning, Highways, Traffic & Transport Directorate.

Legal Implications

7. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct legal implications. However, legal implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any legal implications arising from those recommendations. All decisions taken by or on behalf of the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers on behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. Scrutiny Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

Financial Implications

8. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct financial implications at this stage in relation to any of the work programme. However, financial implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any financial implications arising from those recommendations.

RECOMMENDATIONS

The Committee is recommended to:

- i. Note the contents of the attached reports;
- ii. Consider whether it wishes to make any comments to the Cabinet to take into consideration when it receives the Performance report.

MARIE ROSENTHAL
County Clerk and Monitoring Officer
13th March 2015

Ref: RDB/PM/RP/16.04.2014

16th April 2014

Councillor Ramesh Patel,
Cabinet Member for Transport, Planning & Sustainability,
County Hall,
Atlantic Wharf,
Cardiff,
CF10 4UW.



Dear Councillor Patel,

Environmental Scrutiny Committee – 8th April 2014

On behalf of the Environmental Scrutiny Committee I would like to thank you and the officers for attending the Committee meeting on Tuesday 8th April 2014. The meeting considered 'Greener Grangetown – Delivery Plans' which falls within your portfolio of responsibility. The comments and observations made by Members following these items are set out in this letter.

- The Members were very impressed with the aims and ambitions of the Greener Grangetown project. They feel that the project is an excellent example of how partnership working can deliver real financial and environmental benefits for Cardiff residents. The Committee, therefore, are fully supportive of the project and will monitor its progress with interest.
- Members of the Committee would like to congratulate the staff and Councillors involved with getting the Greener Grangetown project to where it is today. They were particularly impressed that the project is unique to Cardiff and that it is being delivered by in-house expertise. The idea that the project will put Cardiff at the forefront of sustainable drainage is something that Cardiff Council should take pride in.
- The Members of the Committee would like the opportunity to visit the project when it is completed in the summer of 2015. I would be grateful if you could ask officers to contact Scrutiny Services next year to arrange a suitable date for the visit.

- The Committee were pleased to hear that the Council will be running a detailed and thorough consultation exercise on the project. They were assured that the key issue of parking will be a central theme of the consultation exercise and that local resident input will shape the final design of the scheme. I would be grateful if you could make the final results of the consultation exercise available to the Environmental Scrutiny Committee in the form of a briefing paper.
- While the Greener Grangetown project is unique, the Members were told about a project run by Welsh Water Dwr Cymru in Llanelli which did use some similar sustainable drainage techniques. The Committee feel that the Council should evaluate the implementation and delivery of the Llanelli project and apply the lessons learnt where appropriate for Greener Grangetown.

I would be grateful if you would consider the above comments and provide a response to the requests made in this letter.

Regards,

A handwritten signature in black ink that reads "P. D. Mitchell". The signature is written in a cursive, slightly slanted style with a prominent underline under the name.

Councillor Paul Mitchell
Chairperson Environmental Scrutiny Committee

Cc to:

Councillor Ashley Govier, Ward Member for Grangetown
Councillor Linda Thorne, Ward Member for Grangetown
Andrew Gregory, Director for Strategic Planning, Highways, Traffic &
Transport
Gary Brown, Operational Manager, Highway Maintenance
Ian Titherington, Principal Engineer, Strategic Planning, Highways, Traffic &
Transport

Paul Keeping – Operational Manager, Scrutiny Services

Joanne Watkins – Cabinet Office Manager

Members of the Environmental Scrutiny Committee

Mae'r dudalen hon yn wag yn fwriadol

Ref: RDB/PM/RP/19.05.15

29th May 2015

Councillor Ramesh Patel,
Cabinet Member for Transport, Planning & Sustainability,
County Hall,
Atlantic Wharf,
Cardiff,
CF10 4UW.



Dear Councillor Patel,

Environmental Scrutiny Committee – 19th March 2015

On behalf of the Environmental Scrutiny Committee I would like to thank the officers for attending the Committee meeting on Tuesday 19th May 2015. As you are aware the meeting considered items titled 'Environment & Strategic Planning, Highways, Traffic & Transport Directorates – Performance Report Quarter – 2014/15' and 'Greener Grangetown – Final Consultation Phase'. The comments and observations made by Members following this item are set out in this letter.

Environment & Strategic Planning, Highways, Traffic & Transport Directorates – Performance Report Quarter – 2014/15

- A Member asked for a breakdown of capital expenditure on individual renewable energy schemes and an income rate of return for each of the schemes. I would be grateful if you could arrange for this information to be provided to the Committee.
- The Member for Trowbridge explained that Council funding had been made available for the provision of insulating render for almost every street in Trowbridge with the exception of Cemaes Crescent; this had done nothing to improve his popularity locally. Could you please provide the Committee with detail of the criteria applied for insulating render grants in this area.

- During the meeting you explained that for every £1 million borrowed for projects the Council had to pay back £80,000 per annum in interest. This equates to a figure of 8% which seems high. I would appreciate it if you explain what this £80,000 figure is used to cover, i.e. is it all an interest payment or a combination of interest and capital repayment.
- At the meeting the new powers for the removal of letting boards was raised. It was explained that the new powers would come into force in November or December 2015 which would mean that letting agents would only be able to use compliant to let boards. The Director for Strategic Planning, Highways, Traffic & Transport explained that he had a copy of a letter which confirmed the future implementation of these powers. I would be grateful if you could provide the Committee with a copy of this letter.
- The Committee has asked for details on the current average time for the planning service to process householder planning applications in Cardiff. I would appreciate it if you could provide the Committee with this information.
- At the meeting Members of the Committee noted that the current bus station will be closing in August 2015 and that work will commence on the new site in September 2015.
- A Member asked for details on the quantity of illegal buildings determined for demolition by planning enforcement and the number that have actually been demolished. I'd be grateful if you could provide data on this for 2013/14 and 2014/15.

Greener Grangetown – Final Consultation Phase

- A Member asked if the Greener Grangetown project represented good value for money for the task payer. The Dwr Cymru / Welsh Water officer explained that the best way to evidence this was the cost benefit analysis exercise conducted by Dwr Cymru / Welsh Water; she offered to share this with the Members. I would appreciate it if you could obtain a copy of this document and share it with the Committee.

- A Member for Grangetown explained that there was a potential empty parking area at the Turner's Mansion site in Grangetown which could be used by the construction workers during the development phase of the project. Use of this site could reduce local parking pressures during the construction phase and prevent construction workers from having to take up resident and other local parking spaces.

I would be grateful if you would consider the above comments and provide a response to the requests made in this letter.

Regards,

A handwritten signature in black ink that reads "P. D. Mitchell". The signature is written in a cursive style with a large, stylized 'M'.

Councillor Paul Mitchell
Chairperson Environmental Scrutiny Committee

Cc to:

Andrew Gregory, Director for Strategic Planning, Highways, Traffic & Transport

Jane Forshaw, Director for the Environment

Tara King, Assistant Director for the Environment

Ian Titherington, Lead Officer, Drainage

Michelle Russ, Rainscape Regulation, Dwr Cymru / Welsh Water

Martyn Evans, Strategy Advisor, Natural Resources Wales

Paul Keeping, Operational Manager, Scrutiny Services

Joanne Watkins, Cabinet Office Manager

Members of the Environmental Scrutiny Committee

Mae'r dudalen hon yn wag yn fwriadol

**CYNGOR CAERDYDD
CARDIFF COUNCIL**

ENVIRONMENTAL SCRUTINY COMMITTEE

7 NOVEMBER 2017

TREE MANAGEMENT

Reason for the Report

1. To provide Members with the opportunity to review how Tree Management is delivered by the Council and to consider existing and potential future arrangements.

Background

2. Trees are an important part of the environment and bring many health, social, environmental and economic benefits. The management of trees on Council land represents a significant challenge in terms of inspection and work, particularly as tree management is a visible issue that attracts a great deal of resident interest. In addition to this, there are numerous conflicts that arise due to Council owned trees being located adjacent to private land.
3. The Parks Services Tree Management Unit is responsible for all trees located on Council owned land and across all service areas. The maintenance of street trees is delivered through a framework contract – the budget for this framework contract is £96,000. The Tree management Unit is an integrated service and deals with a range of technical and operational functions. The service currently employs eleven full time employees and operates a 24 hours a day, 365 days a year call out service to deal with emergencies.
4. The net revenue budget for Tree Management in Cardiff for 2017/18 is £428,000 plus an additional one off sum of £100,000 for the current financial year – this has been allocated to reduce the backlog of outstanding works.

5. The Tree Management Unit currently has an income target of an income of £129,000; this income is vitally important in achieving a net budget position of £428,000 excluding insurance claims. The main income sources for the Tree Management Unit are for surveys and works undertaken on behalf of the schools service, works for housing, strategic estates and development control.

Issues

6. The Council's Tree Management policy is based on risk management and legislative requirements. Liability claims can be made against the Council if it is alleged that the Council's negligence is deemed to have caused injury, loss or damage to a third party or their property, for example if a tree branch falls and damages a car, claims of this nature will be determined on the facts of each claim. The Council can mitigate the risk of successful claims and indeed intervention from the Health and Safety Executive by demonstrating that it has a reasonable risk based approach to the inspection and maintenance of its trees and by maintaining accurate records.
7. The Council does not undertake tree works on land in private ownership and concerns regarding trees on private land / between private parties is, principally a matter for respective landowners to resolve. Notwithstanding this, the Council does possess powers to require a landowner to make safe a tree which poses an imminent danger through the Local Government (Miscellaneous Provisions) Act 1976. It is the expectation that landowners will manage their own responsibilities and the Council should not be considered as the first point of contact in resolving concerns about the danger posed by trees in private ownership. The Council may intervene and undertake works, according to the powers given in the Act if a landowner fails to act within a reasonable timescale, based on the degree of risk presented, and may recover from the landowner costs reasonably incurred in so doing.
8. In addition to the above and in certain circumstances the Council does have legislative powers to intervene under the Highways Act 1980 in where it is deemed that there is a critical issue, for example, a tree in close proximity to the public highway that is likely to collapse posing a risk to public safety.

9. The Health & Safety Executive (HSE) guidance on managing trees recommends that a reasonable and balanced approach is taken when dealing with problem trees. This needs to be based on a tree safety strategy for sensible tree safety management and a plan that guides management decisions and practice, in a reasonable and cost-effective way. The key elements recommended by the HSE are set out below and are central to the Council's approach:
- **Zoning:** appreciating tree stock in relation to people or property;
 - **Tree inspection:** assessing obvious tree defects;
 - **Managing risk at an acceptable level:** identifying, prioritising and undertaking works according to level of risk.
10. Under current policy / arrangements the programme of work is risk based and priorities are dictated based on the level of risk posed. It is also the case that the programme of work changes constantly, the reasons for this being numerous. It is not uncommon for work to be delayed or for completion to take longer (or shorter) than expected.
11. Tree works undertaken by the Council are mainly delivered in the five following areas:
- Highways / Streets;
 - Housing;
 - Schools;
 - Parks / Public Open Space, including Woodlands;
 - Cemeteries.
12. Prioritisation of work is consistent with the HSE guidance and is allocated on a risk basis. The table below sets out the risk categorisation with a short descriptor and indicative timeframe for completion of works.

Risk Category	Descriptor	Estimated Timeframe for Completion
Emergency	Critical works, posing an imminent risk to public safety usually as a result of a major storm or accident.	Within two hours.
Urgent	Not critically imminent but current risk to public safety.	Within seven days.
High	Non routine work that will, over time pose a potential risk to public safety.	Within one year.
Medium	Programmed work, predominately routine pruning operations.	Within three years.
Low	Minimal future risk to public safety and / or property, predominately aesthetic work.	Within five years.

13. At the time of writing this report approximately 358 jobs were outstanding. None of these fell under the emergency category; 75 fell under the high category; 227 fell under the medium category and 56 fell under the low category.

14. Work programme content falls under seven main categories, these are set out below:

- Felling / removal of dead, dying or diseased trees;
- Removal / cutting back of branches that have the potential to damage property;
- Removal / cutting back of branches that are obstructing the safe passage of vehicles and pedestrians;
- Removal /cutting back of branches / vegetation from lamp columns, traffic signals and street signs;
- The removal of basal growth that blocks sight lines of pedestrians / vehicles;

- Removal / cutting back of vegetation on strategic routes;
- Grinding / removal of stumps left in the pavement.

15. Under current policy / arrangements the Council does not undertake the works set out below for the reasons outlined:

- To fell and / or prune trees that overhanging property - unless there is a risk to persons and / or property;
- To fell and / or prune trees considered too big or too tall - unless there is a risk to property / persons;
- To fell and / or prune trees to alleviate light issues and views – there is no legal right to light, however, if natural light is blocked by growth from hedging then action may be taken under the Anti-Social Behaviour Act 2003, Part 8 – 2005;
- To fell and / or prune trees to alleviate issues with leaf fall - this is a natural / seasonal occurrence;
- To fell and / or prune trees to alleviate issues with fruit/berries/blossom/nuts - this is a natural / seasonal occurrence;
- To fell and / or prune trees to alleviate issues with bird droppings - this is a natural occurrence, nesting birds are also protected under the Wildlife & Countryside Act 1981;
- To fell and / or prune trees to alleviate issues with sap exudation - this is a seasonal and natural occurrence, the identification of suitable species, particularly in streets is an important factor;
- To fell and / or prune trees to alleviate issues with wildlife and insects such as bees, wasps, or caterpillars - this is a natural occurrence and some insects are protected species;
- To fell and / or prune trees to facilitate vision for security cameras / sensor equipment – systems should be installed to avoid interference with trees, the Council may act upon an instruction from a statutory body;
- To fell and / or prune trees to alleviate issues with the loss of TV / Satellite signals - such issues are referred to the service provider to identify an alternative solution;
- To fell and / or prune trees to alleviate issues with telephone lines - BT possess a wayleave to undertake line cutting;
- To fell and / or prune trees to improve the performance of solar panels – the presence of trees should be assessed prior to installation / when site surveys are undertaken.

16. Under Common Law Rights, a landowner has a right to remove (abate) the nuisance associated with trees encroaching / overhanging their property. A landowner can only consider removing those parts of the tree from the point where they cross the boundary of their property and not beyond the property boundary. There is no legal right to cut or remove any part of a tree that does not overhang a property and any works undertaken by a landowner must be done so at their own expense, with consent from the Council to access their land if necessary. Consent to undertake work is required from the Council if a tree(s) have Tree Preservation Orders or are located in a Conservation Area.
17. An annual Tree Planting Programme for replacements and new exists and the Tree Management Unit works with Friends Groups, volunteers and grant funders in developing and implementing.

Tree Management Policy Review

18. The Council has recently commissioned an external consultant to review its Tree Management Policy. At the point of writing this report the review was being undertaken based on a draft terms of reference which is attached to this report as **Appendix 1**.
19. As explained in **Appendix 1** the aim of the review is to undertake an independent assessment of the Council's policy and operational arrangements for dealing with / responding to the management of trees, relating to nuisance factors / neighbourhood issues. The review is being undertaken within the context of current legislative requirements and available budget. In a particular the review will focus on the following:
 - Arrangements for inspection and interface / communications with customers;
 - Work that the Council does / does not currently undertake;
 - How work is categorised;
 - How work is prioritised;
 - Comparison of policy with other Local Authorities / good practice;

- Current arrangements / approach in respect of trees located on land in private ownership;
 - Assessment of opportunities for income generation.
20. At the meeting Members will have the opportunity to ask questions on the progress of the Tree Management Policy Review and to discuss how Tree Management will be addressed by the Council in the future.

Way Forward

21. Councillor Peter Bradbury, Cabinet Member for Culture & Leisure has been invited to attend for this item. He will be supported by officers from the City Operations Directorate.

Legal Implications

22. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct legal implications. However, legal implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any legal implications arising from those recommendations. All decisions taken by or on behalf of the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers on behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. Scrutiny Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

Financial Implications

23. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct financial implications at this stage in

relation to any of the work programme. However, financial implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any financial implications arising from those recommendations.

RECOMMENDATION

The Committee is recommended to:

- i. Note the contents of the attached report;
- ii. Consider whether they wish to pass on any comments to the Cabinet following scrutiny of the item titled 'Tree Management'.

DAVINA FIORE

Director of Governance & Legal Services

1 November 2017

DRAFT

Tree Management Policy Review

Purpose

To undertake an independent assessment of the Council's policy and operational arrangements for dealing with / responding to the management of trees, relating to nuisance factors / neighbourhood issues. The review will be undertaken within the context of legislative requirements and budget available and with a particular focus on the following areas:

Scope

- Arrangements for inspection and interface / communications with customers
- What works the Council does / does not currently undertake
- How works are categorised
- How works are prioritised
- Comparison of policy with other Local Authorities / good practice
- Current arrangements / approach in respect of trees located on land in private ownership
- Assessment of opportunities for income generation

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**CYNGOR CAERDYDD
CARDIFF COUNCIL**

ENVIRONMENTAL SCRUTINY COMMITTEE

7 NOVEMBER 2017

BRITISH CYCLING HSBC CORE CITIES CYCLING PARTNERSHIP

Reason for the Report

1. To provide Members with the opportunity to consider the proposals contained within the Cabinet report titled 'British Cycling HSBC Core Cities Cycling Partnership' that is due to be received at the Cabinet meeting on the 16th November 2017.

Background

2. British Cycling has secured an eight-year sponsorship deal with banking group HSBC to support the delivery of a comprehensive programme of activities to develop cycling in ten UK Core Cities; this includes Cardiff. This agreement replaces British Cycling's previous sponsorship deal with SKY.
3. The proposal involves British Cycling, with the backing of HSBC, investing £500,000 per annum in each of the participating cities, including Cardiff, for an eight-year sponsorship term. This investment will support a comprehensive programme of cycling development activities that, in Cardiff, will be delivered by British Cycling in partnership with Welsh Cycling and Cardiff Council.
4. To formally initiate the partnership and mobilise the programme of activities British Cycling and HSBC require the Council to enter into a formal partnership agreement. This sets out the role and responsibilities of the Council and British Cycling within the partnership and in supporting the delivery of the specific activities.
5. As part of the agreement, Cardiff Council is required to make an annual match-funding contribution to the value of £100,000 - this equates to a total of £800,000 over an eight year period. This contribution can be provided through a 50:50 split

between direct financial payment and through 'value in kind' (expenditure on complementary activities or goods equating to a specific monetary value). It is proposed that half of the £100,000 is provided as a direct payment funded through the Civil Parking Enforcement Central Reserve and the other half is provided through 'value in kind'.

Partnership Programme Activities and Projects

6. The main components of the Cardiff programme of activities will be:
- **An annual high profile and inspirational mass participation cycling event:** Following a circuit on closed roads in central Cardiff, this event is aimed at primarily new, lapsed and occasional cyclists and families. Its purpose is to show how easy it is to cycle and to showcase the City's streets in a traffic free environment. The target attendance for the 2018 event will be 8,000 participants.
 - **Community participation programmes:** A programme of guided and supported group rides for all abilities including a programme of social rides for women and community-based 'pop-up' ride events.
 - **Coach and volunteer recruitment and training:** A programme of accredited training for volunteers in ride leadership, coaching, cycle instruction skills and officiating at events – the aim is to recruit 200 additional volunteers during the program.
 - **Schools and community coaching programme:** A delivery-led programme supported by two dedicated 'Go-Ride' coaches aimed at getting more children cycling through activities to attract new young cyclists including schools-based instruction and coaching and the development of community infrastructure including after school cycling clubs and local cycling clubs.
 - **Talent Identification:** Providing a pathway for young talent into competitive cycling and British Cycling/Welsh Cycling coaching programmes to develop their potential.

7. A more detailed summary of the activities included in the programme is attached to this report as **Appendix 1**.
8. Two dedicated 'Go-Ride' cycling development officers would be appointed to co-ordinate delivery of the schools and community-based programmes, with the support of British Cycling and Welsh Cycling's wider regional resource base. These officers would be employed by Welsh Cycling but based within the Council's transport team for the purposes of integrating their activities and outputs with the Council's core programmes for cycling delivery including engagement with schools, cycling clubs and local communities.

Potential to Grow Cycling in Cardiff

9. Increasing cycling for daily journeys is a high priority for Cardiff Council. The *Capital Ambition* report commits to "Place active travel at the heart of planning, transport and highway policy". The draft Cardiff Cycling Strategy sets a target of doubling the number of cycling trips over the next decade, building on the growth trend since 2005. Currently 9.2% of journeys to work are made by bicycle (5-year rolling average Ask Cardiff Survey 2015). The strategy seeks to increase this to 18.4% of trips by 2026.
10. The potential to grow cycling in Cardiff is considerable with 28% of Cardiff residents saying that they do not currently cycle but would like to. This represents a sizeable target market of potential future cyclists. Public support for cycling is also strong with 78% of residents saying they would like to see more cycling investment in Cardiff (Bike Life 2015).
11. Cycling can make an important contribution to encouraging healthy lifestyles by enabling people to become more physically active and reducing the harmful emissions of motorised transport. It also offers a practical solution to Cardiff's major transport issues. The majority of car journeys starting within Cardiff are of a short enough distance to comfortably cycle. With the right infrastructure in place, cycling could provide an alternative to the car for many of these short daily trips. As such, increasing cycling journeys represents a core strand of the Council's transport strategy and its efforts to effect modal shift and achieve the Cardiff Local

Development Plan target of 50% of all journeys to be made by sustainable transport modes by 2026.

12. The recent Olympic successes of home-grown cycling talents Elinor Barker, Owain Doull, Luke Rowe and Geraint Thomas, and Cardiff's hosting of the Tour of Britain and mass participation rides such as the Velothon have helped to raise Cardiff's profile as a 'cycling city'. The eight-year HSBC/British Cycling programme would seek to build on this progress and provide opportunities to further cultivate and embed cycling culture in Cardiff.

Potential for Integrated Delivery

13. The HSBC/British Cycling programme provides an opportunity to deliver a comprehensive package of interventions geared to the development of cycling for transport, recreation and sport in Cardiff within a single integrated programme. This programme will be co-ordinated through a multi-agency cycling partnership.
14. A key focus of the programme would be engagement with schools to teach cycling skills linked to curriculum based-activity and through the establishment of after-school cycling clubs. This would be combined with work to develop a wider local 'enabling' infrastructure that would include building additional volunteer capacity and the provision of pathways for young people to further participate in cycling, for example, leisure and sporting competition through existing and new cycling clubs and local programmes of rides and pop-up events.
15. The HSBC/British Cycling programme will aim to complement the Council's existing activities to encourage cycling. These would include an annual programme of cycling infrastructure improvements; extensive engagement with schools through the delivery of road safety education and training; the provision of National Standards Levels 1 and 2 cycle training to primary schools; sustainable journey planning to encourage walking and cycling to school; and to manage safety at the school gates during the morning drop-off and afternoon pick-up times. The Council's team also offers cycling training to children during school holidays and free one-to-one adult cycle training - both funded through the Welsh Government Road Safety Grant.

16. Capital Ambition commits to the development of safer routes to schools and the development of an 'active travel action plan' for cycling and walking for every school in Cardiff. These plans will include curriculum-linked activities to create and embed a cycling culture within schools. They will also identify physical improvements within the vicinity of school sites to provide safer routes to enable pupils to cycle to school. The combined resources of the HSBC/British Cycling and Council programmes would provide the mechanism for the development of active travel action plans and provide an effective means of extending engagement from primary schools into secondary schools.
17. The synergies between the core strands of the HSBC/British Cycling programme and the Council's activities would be developed and co-ordinated by a special project Steering Group. This would include key staff and experts representing both bodies. The Council's representation would include key officers drawn from all departments, for example, Education, Transport, Planning, Leisure and Parks – all of which have a role to play in supporting cycling development. In this way, the Steering Group would provide a vehicle for achieving joined up delivery of cycling, ensuring that all relevant Council service areas contributed to the collective effort.

Mass Participation City Ride

18. A key element of the HSBC/British Cycling programme is the staging of an annual mass participation City Ride. The purpose of this free event would be to enable people of all cycling abilities (particularly new, lapsed and occasional cyclists and families) to ride freely on closed roads within the central area of the city in a safe, traffic free cycling environment. The event would be non-competitive and participants would be able to join it at different stages of the circuit to suit their individual abilities and needs. The ride would act as a tool to promote the wider HSBC/British Cycling Programme, but would also provide a vital means of enabling non-cyclists to try cycling within a safe environment and be part of a major celebratory community event. A smaller scale mass ride organised by British Cycling and sponsored by HSBC took place in August 2017 in Cardiff Bay, attracting around 4,000 participants.

Cardiff Car Free Day 2018

19. The provisional date for next year's City Ride event is 13th May 2018. This event will see the closure of streets in the city centre to form a closed traffic free circuit for cycling. The intention is to make this event part of a Car Free Day.

Outcomes and Benefits

20. The HSBC/British Cycling Programme would also seek to achieve the following headline outcomes:
- Achieve an additional 10,000 people (the Cardiff portion of the HSBC target for Wales) cycling regularly in Cardiff;
 - A 5% annual (compound) increase in the number of trips by bicycle to 18 million;
 - Over 52,000 people taking part at the City Ride events;
 - 8,000 people from hard to reach communities engaged in Community Events;
 - To train 200 volunteers.
21. It is anticipated that the Programme and its outcomes would deliver the following benefits for Cardiff:
- Establish and deliver a comprehensive and integrated programme of cycling development fully aligned to the Council's Cycling Strategy - combining the delivery of physical cycling infrastructure and 'soft' interventions to encourage and increase participation in cycling and develop a thriving cycling culture Cardiff;
 - Establish a multi-agency partnership providing a mechanism for cross-sectoral collaboration on cycling delivery and joined up delivery of cycling across key Council service areas;
 - Further develop Cardiff's reputation as a 'cycling city';
 - Support the delivery of the Council's target of doubling cycling journeys by 2026;
 - Contribute to the delivery of the target in the Council's Local Development Plan to achieve 50% of all journeys in Cardiff to be made by sustainable travel modes by 2026;
 - Encourage healthy lifestyles by helping to increase levels of physical activity and improve local air quality;

- Increase access by active modes to education, employment and services and supporting delivery of the Council's commitments to tackle poverty and reduce inequality.

Match-Funding Requirements

22. The Council is required to secure a contribution of £100,000 per annum for the eight year term of the agreement. This funding could be provided directly or partially through "value in kind", through support, office accommodation, event infrastructure etc. It is proposed that £50,000 of this contribution would be allocated from the Civil Parking Enforcement Central Reserve. This would provide 50% of the match funding. The other 50% of the funding would be 'value in kind' to the value of £50,000. This would be made up from a portion of the Council's unrecovered expenditure on hosting the Tour of Britain event in September (including the costs of road closures and traffic management) and the Council's costs in providing school holiday cycle training courses and adult one-to-one cycle training. British Cycling has confirmed that this split of direct and 'in-kind' contribution is acceptable.
23. The HSBC British Cycling programme will run for 8 years, a timeframe runs beyond the lifetime of the current Council administration. For this reason, it is not appropriate at this stage for the Council to formally enter into an 8 year partnership agreement and make a match funding commitment for whole duration of the programme. Therefore, the intention is to enter into a 5-year partnership agreement running up to the end of March 2022 that will include an option to extend the agreement. This will enable the incoming Council administration to review the programme and take a decision on a further 3-year extension.

Cabinet Report Recommendations

24. The report due to be received by Cabinet on the 16th November 2017 and titled 'British Cycling HSBC Core Cities Cycling Partnership' recommends the Council:
- To enter into a five (5) year partnership agreement (with an option to extend for a further period of up to three (3) years) with British Cycling under the terms to be contained in the partnership agreement.

- To commit to providing an annual match-funding grant contribution of £100,000 (to be comprise a 50:50 split between a financial and in kind contribution) towards the project under the terms contained in the partnership agreement.

Way Forward

25. Councillor Caro Wild, Cabinet Member for Strategic Planning & Transport and Councillor Peter Bradbury, Cabinet Member for Culture & Leisure have been invited to attend for this item. They will be supported by officers from the City Operations Directorate.

Legal Implications

26. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct legal implications. However, legal implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any legal implications arising from those recommendations. All decisions taken by or on behalf of the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers on behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. Scrutiny Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

Financial Implications

27. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct financial implications at this stage in relation to any of the work programme. However, financial implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to

Cabinet/Council will set out any financial implications arising from those recommendations.

RECOMMENDATION

The Committee is recommended to:

- i. Note the contents of the attached report;
- ii. Consider whether they wish to pass on any comments to the Cabinet following scrutiny of the item titled 'British Cycling HSBC Core Cities Partnership'.

DAVINA FIORE

Director of Governance & Legal Services

1 November 2017

Mae'r dudalen hon yn wag yn fwriadol

Appendix 1

British Cycling/ HSBC UK Partnership Proposal for Cardiff.

- **HSBC UK City Ride:** Deliver a High Profile event aimed at primarily new, lapsed and occasional cyclists and Families. To show how easy it is to cycle and to showcase the City's streets in a traffic free environment. Target attendance for 2018 will be 8,000.
- **HSBC UK Let's ride** – the umbrella for all of the participation programs, the web site www.letsride.co.uk is a separate entity to both the British and Welsh Cycling websites and allows users to search for information, rides and other riders using the system. Its target is to buddy people up with other cyclists, to provide a portal where people can access a local ride, and to cater for new and experienced cyclists.
- **HSBC UK Ride Social** – An online platform for riders to create and join rides across the UK. There are no ride leaders, just members of the public who want to ride with other people. Sign up, create a ride and wait to see who joins you. A USP of this concept is that by organising a ride through ride social it removes the personal liability of those leading the rides and thus 'ride creators' need no formal training. This platform has been seen to be a useful recruitment tool for clubs and social cycling groups across England.
- **HSBC UK Guided Rides** – These are rides currently taking place within core cities only (Cardiff), there are currently 18 ride leaders trained to lead along designated risk assessed routes within the city with a target of 40 to be trained by the end of the year. All the rides and routes are searchable through let's ride and can be joined for free, guided rides are set to start in Cardiff from September 2017. Will deliver 50 led rides per annum, each ride will have 24 places (1200 opportunities).
- **HSBC UK Breeze** – Breeze may be the concept people are most familiar with, these are rides run for Women only by trained ride leaders or 'champions'. This program has had massive success throughout Wales over the last three years and has made a recent move into mountain biking. Breeze caters for women of all abilities and is particularly good at giving confidence to new cyclists.
- **HSBC UK Let's Ride 'pop up'** – Designed as a 'mini cycling festival' let's ride pop up will be holding 5 events within each core city (Cardiff) throughout the summer months. The idea is to get as many local clubs, shops, volunteers and cycling enthusiasts on board to provide free information and closed road riding experiences in a festival style fun day. We have no formal dates to start the 'pop ups' at present as the concept is currently being trailed, watch this space!
- **HSBC Go Ride** – primarily a delivery led programme to get more children into cycling. The programme would have two coaches targeting Cardiff, with three main priorities – schools, holiday and event activities, and community club development. The holiday and taster sessions would be aimed to attract new cyclists, the club development to ensure there is somewhere for the kids to go and continue to develop their cycling skills, and the schools would be aimed at getting kids on bikes (mostly primary), with the aim of setting up an after school club. The programme would be aimed to get more people, particularly U18s, into cycling, and embedding behaviour change. Each Go Ride coach has a target to deliver 4000 opportunities PA.
- **Developing the Coach and Volunteer Workforce.** A programme of training and development for coaches and volunteers including rider leadership training, officiating at events training. The aim is to recruit 200 additional volunteers during the program.

Mae'r dudalen hon yn wag yn fwriadol

**CYNGOR CAERDYDD
CARDIFF COUNCIL**

ENVIRONMENTAL SCRUTINY COMMITTEE

7 NOVEMBER 2017

**ENVIRONMENTAL SCRUTINY COMMITTEE – WORK PROGRAMME
REVIEW**

Background

1. The Constitution states that each Scrutiny Committee will set their own work programme. This is undertaken at the beginning of a municipal year and updated as the work progresses. The work programme needs to be carefully constructed so that the time available to the Committee is used most effectively.
2. The Environmental Scrutiny Committee's Terms of Reference provide the Committee with the responsibility for the scrutiny of a number of specific service areas. A copy of the terms of reference has been attached to this document as **Appendix 1**. This will remind Members of the scope of ideas that could be considered.
3. The Committee is responsible for the scrutiny of a number of policies and strategies that affect the sustainability and environment of Cardiff. It can also undertake investigations into any of these areas.
4. The construction of a work programme involves obtaining information from a range of sources, these include:
 - Information from the relevant Directorate;
 - Relevant extracts from the current Corporate Plan;
 - Suggestions and ideas put forward by the previous Environmental Scrutiny Committee;
 - Member suggestions and observations;

- Citizen and third party comments and observations;
 - Performance Information.
5. The topics gathered from the sources identified above were recorded in a document titled 'Environmental Scrutiny Committee Work Programme – Potential Work Programme Items 2017/18'; this document was first considered at a meeting on the 18th July 2017 and then used to create the version of the 'Environmental Scrutiny Committee Work Programme 2017/18' that was approved at the meeting on the 5th September 2017.
 6. The Environmental Scrutiny Committee Work Programme 2017/18 document reviewed at the October meeting (**Appendix 2**) only nominated items for September, October and November 2017 – this is a contrast to work programmes published in previous years which set out a schedule of work for a 12 month period. In an effort to create a more relevant and reactive work programme the Chair of the Committee has decided to review and publish a three month rolling programme by updating this document on a monthly basis using an 'Environmental Scrutiny Committee – Work Programme Review'.
 7. At the meeting on the 3rd October Members discussed and suggested a number of future scrutiny items during the 'Environmental Scrutiny Committee – Work Programme Update'. These were noted and added to a list of existing and potential future items (for example, from the Cabinet Forward Plan) before being reviewed by the Chair and then placed onto a Draft Environmental Scrutiny Work Programme 2017/18 document which has been attached to this document as **Appendix 3**.

Way Forward

8. Members should consider the 'Draft Environmental Scrutiny Committee Work Programme 2017/18' (**Appendix 3**) and decide if they are happy to accept the updated proposals.

Legal Implications

9. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to

consider and review matters there are no direct legal implications. However, legal implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any legal implications arising from those recommendations. All decisions taken by or on behalf of the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers on behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. Scrutiny Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

Financial Implications

10. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct financial implications at this stage in relation to any of the work programme. However, financial implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any financial implications arising from those recommendations.

RECOMMENDATION

The Committee is recommended to:

- i. Consider the contents of this report; and
- ii. Agree a way forward for the work programme.

DAVINA FIORE
Director of Governance & Legal Services
1 November 2017

Mae'r dudalen hon yn wag yn fwriadol

Environmental Scrutiny Committee – Terms of Reference

The role of this Committee is to scrutinise, measure and actively promote improvement in the Council's performance in the provision of services and compliance with Council policies, aims and objectives in the area of environmental sustainability including:

- Strategic Planning Policy
- Sustainability Policy
- Environmental Health Policy
- Public Protection Policy
- Licensing Policy
- Waste Management
- Strategic Waste Projects
- Street Cleansing
- Cycling and Walking
- Streetscape
- Strategic Transportation Partnership
- Transport Policy and Development
- Intelligent Transport Solutions
- Public Transport
- Parking Management

To assess the impact of partnerships with and resources and services provided by external organisations including the Welsh Government, joint local government services, Welsh Government Sponsored Public Bodies and quasi-departmental nongovernmental bodies on the effectiveness of Council service delivery.

To report to an appropriate Cabinet or Council meeting on its findings and to make recommendations on measures which may enhance Council performance and service delivery in this area.

Mae'r dudalen hon yn wag yn fwriadol

	Tuesday 18th July 2017	August	Tuesday 5th September 2017	Tuesday 3rd October 2017	Tuesday 7th November 2017
Corporate items					Monitoring Quarterly Performance 2017/18
Information reports	Joint Scrutiny - Economy and Culture & Environmental - 'Delivering the Bus Interchange'		Managing Street Cleanliness & Total Street Scene in Cardiff	Cardiff's Taxi Services	Tree Management
			Recycling in Cardiff	Managing Food Hygiene in Cardiff	Greener Grangetown - Member Update
			Environmental Scrutiny Committee - Draft Work Programme 2017/18	Member Briefing Paper - First Cardiff local Development Plan Annual Monitoring Report	Environmental Scrutiny Committee - Work Programme Review
				Environmental Scrutiny Committee - Work Programme Review	
Cabinet responses					

Mae'r dudalen hon yn wag yn fwriadol

	Tuesday 5th September 2017	Tuesday 3rd October 2017	Tuesday 7th November 2017	Tuesday 5th December	Tuesday 16th January 2017	Wednesday 14th February 2017
Corporate items				Monitoring Quarterly Performance 2017/18		Scrutiny of the Budget & Corporate Plan for 2018/18
Information reports	Managing Street Cleanliness & Total Street Scene in Cardiff	Cardiff's Taxi Services	Tree Management	Drainage & Public Sewer Maintenance	Digitalisation & the use of technology to deliver service improvements across the terms of reference of the Environmental Scrutiny Committee	
	Recycling in Cardiff	Managing Food Hygiene in Cardiff	Greener Grangetown - Member Update		Receiving Draft Task & Finish Report - Improving Cardiff's Air Quality	
	Environmental Scrutiny Committee - Draft Work Programme 2017/18	Member Briefing Paper - First Cardiff local Development Plan Annual Monitoring Report	British Cycling HSBC Core Cities Cycling Partnership			
		Environmental Scrutiny Committee - Work Programme Review	Environmental Scrutiny Committee - Work Programme Review			
Cabinet responses				Cabinet Response to Scrutiny report entitled Managing Section 106 Funding for the Development of Community Projects	Cabinet Response to Scrutiny report entitled Restore Our Rivers	

Mae'r dudalen hon yn wag yn fwriadol

CYNGOR CAERDYDD**CARDIFF COUNCIL****ENVIRONMENTAL SCRUTINY COMMITTEE:****7 NOVEMBER 2017**

CORRESPONDENCE UPDATE – INFORMATION REPORT

Background

1. Following most Committee meetings, the Chair writes a letter to the relevant Cabinet Member or officer, summing up the Committee's comments and recommendations regarding the issues considered during that meeting. This cover report provides a record of those letters and any other correspondence received since the previous Committee meeting.

Issues

2. At the Environmental Scrutiny Committee meetings on the 5 September 2017 and 3 October 2017 Members considered the following items:
 - **5 September** - Managing Street Cleanliness & Total Street Scene in Cardiff;
 - **5 September** - Managing Recycling in Cardiff;
 - **3 October** - Managing Food Hygiene in Cardiff;
 - **3 October** - Cardiff's Taxi Services.
3. After the Environmental Scrutiny Committee meetings the following letters were sent by the Chair of the on behalf of the Committee:
 - A letter to Councillor Michael Michael, Cabinet Member for Clean Streets, Recycling & Environment after the meeting on the 5 September 2017 – attached as **Appendix 1**. The response from Councillor Michael to this letter is attached as **Appendix 2**.

- A letter to Councillor Michael Michael, Cabinet Member for Clean Streets, Recycling & Environment sent after the meeting on the 3 October 2017 – attached as **Appendix 3**. We are currently awaiting a response to this letter.
 - A letter to Councillor Jacqueline Parry, Chair of Cardiff's Licensing & Public Protection Committees sent after the meeting on the 3 October 2017 – attached as **Appendix 4**. We are currently awaiting a response to this letter.
4. In addition to the Environmental Scrutiny Committee meetings listed above the Committee has also been involved in the following joint meetings with the Economy & Culture Scrutiny Committee:
- **18 July 2017** - Pre Decision Scrutiny of: Funding the New Bus Transport Interchange;
 - **13 September 2017** - Call In of Cabinet Decision - Funding The New Bus Transport Interchange.
5. After the Joint meetings the following letters were sent by the Chair on behalf of the Joint Committee:
- A letter to Councillor Russell Goodway, Cabinet Member for Investment & Development after the meeting on the 18 July 2017 – attached as **Appendix 5**. The response from Councillor Goodway to this letter is attached as **Appendix 6**.
 - A letter to Councillor Russell Goodway, Cabinet Member for Investment & Development after the meeting on the 13 September 2017 – attached as **Appendix 7**. The response from Councillor Goodway to this letter is attached as **Appendix 8**.

Legal Implications

6. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct legal implications. However, legal implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any legal implications arising

from those recommendations. All decisions taken by or on behalf of the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers on behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. Scrutiny Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

Financial Implications

7. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct financial implications at this stage in relation to any of the work programme. However, financial implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any financial implications arising from those recommendations.

RECOMMENDATIONS

8. The Committee is recommended to note the content of the letters contained in **Appendices 1, 2, 3, 4, 5, 6, 7 and 8.**

Davina Fiore

Director of Governance & Legal Services

1 November 2017

Mae'r dudalen hon yn wag yn fwriadol

Ref: RDB/RP/MM/05.09.2017

13 September 2017

Councillor Michael Michael,
Cabinet Member for Clean Streets, Recycling & Environment,
County Hall,
Atlantic Wharf,
Cardiff CF10 4UW.



Dear Councillor Michael,

Environmental Scrutiny Committee – 5 September 2017

On behalf of the Environmental Scrutiny Committee I would like to thank you and the officers from the City Operations Directorate and Commercial & Collaborative Services for attending the Committee meeting on Tuesday 5 September 2017. As you are aware the meeting considered items titled 'Managing Street Cleanliness & Total Street Scene in Cardiff' and 'Managing Recycling in Cardiff'. The comments and observations made by Members following this item are set out in this letter.

Managing Street Cleanliness & Total Street Scene in Cardiff

Ward Action Plans – All of the Members agreed that creation of the ward based action plans to help improve cleanliness and street scene was a good idea; several of the newly elected Members were a little concerned as to why this approach didn't already exist ! They agreed that trialling the new plans across a few wards was a good idea and that the trial sample should include wards with differing characteristics. The Committee liked the initial 'Ward Action Plan' template produced at the meeting and felt that it included the correct information, for example, the inclusion of a detailed 'Ward Action Plan Map' that illustrated the type and location of activities that needed to take place. They believe that local councillors have to be key stakeholders in the development of the plans as they are best placed to provide the required local knowledge. In addition to this local residents and community groups should be consulted on the structure and content of the plans. Members suggested

that the views of local residents could be collected alongside the 'Ask Cardiff Survey'.

Waste Enforcement Fines – The topic of issuing fines for littering and other waste enforcement matters was discussed extensively during the meeting. Members were concerned that some areas received a disproportionately high number of fines (Cathays accounted for just over 45% of fines issued during 2016/17), while other areas received none (Caerau, St Mellons and Ely only received one fine between them in 2016/17). This resulted in the Committee questioning the equity of resource allocation and wider approach taken to waste enforcement. As a consequence Members would like you to answer or provide information on the following:

- Why 815 fines were issued in Cathays during 2016/17 when eighteen wards received a zero or single figure number of waste enforcement fines;
- Provide information on the total number of waste enforcement actions, fines issued and fines actually paid on a ward by ward basis for 2016/17 and 2017/18 to date. This should include the financial value of fines issued and paid;
- A ward by ward summary of the complaint data for waste enforcement issues for 2016/17 and 2017/18 to date;
- An explanation as to why 922 fines were issued for waste enforcement in the Cathays ward compared to 135 for the same period (2016/17 & 2017/18) in the Plasnewydd ward. Members were a little puzzled at this since they feel that both areas are similar in terms of population and housing stock characteristics.

Waste Enforcement – Landlord v Tenant Responsibility – At the meeting I asked a question about what our options were in terms of targeting landlords or tenants for dealing with waste enforcement issues at rental properties. You explained that it would be difficult to hold landlords accountable for waste issues created by the tenants; my view was that landlords are in fact running a commercial operation and so should at least in part be held accountable for the actions of their tenants. I understand that some local authorities have had success in dealing with waste enforcement issues at rental properties by

involving landlords at the earliest possible opportunity. I would be grateful if you could arrange for the matter to be investigated so that the Council is able to identify best practice by other local authorities. Feedback on the results of this work would be appreciated by the Committee.

Cathays – As has already been mentioned the topic of waste enforcement activity in Cathays was discussed during the meeting. Members were concerned that over 45% of the fines issued were within that ward which seemed disproportionately high when compared to all other wards. A Member asked if in fact too much waste enforcement was being carried out in Cathays to the annoyance of permanent residents. They she felt were being targeted in the same way as temporary residents, for example, students. She felt that a review of the current waste enforcement approach was required and that this should include detailed consultation with permanent local residents. I would be grateful if you could look into this and provide the committee with feedback.

Fly Tipping – The item highlighted that fly tipping had increased by 28% between 2015/16 and 2016/17; the Committee was concerned by this large rise in a relatively short period of time. You explained that managing fly tipping levels was a challenge, and that the increase was partly due to changing definitions and reporting standards. I would be grateful if you could provide the Committee with the following:

- The fly tipping definition that the Council is currently working against;
- A summary of the way that fly tipping incidents are currently reported and logged;
- Information on the changing fly tipping definitions and reporting approaches for the last five years;
- A breakdown of the fly tipping incidents by type on a ward by ward basis for 2015/16, 2016/17 and 2017/18 to date.

Sickness Rates - During the meeting I asked about how the recent increases in sickness rates had affected work being delivered by Neighbourhood Services. The Director for City Operations explained that there had been a

recent increase in sickness rates in City Operations and across the Council as a whole; he also explained that work was ongoing across the City Operations Directorate to reduce sickness rates. Members feel that it is important to monitor sickness levels going forward and have asked for a breakdown of City Operations sickness rates for 2016/17 and 2017/18; this should include analysis of long and short term sickness absence.

Funding from the Financial Resilience Mechanism – A Member asked why the Financial Resilience Mechanism had been used to allocate a one off payment of £150,000 to Neighbourhood Services to assist with enforcement activities. As you will be aware the financial contribution is being used to support seven FTE posts within enforcement to enable city centre / city wide waste enforcement teams to work three afternoons and weekends to deliver a high quality 'Total Street Scene' service to the residents of Cardiff. He and other Members were concerned that the funding was only for one year and wanted to know how this important additional enforcement work would be delivered once the current financial year ends. I'd be grateful if you could provide an explanation on why this funding will only last for one year and assurance around how this additional enforcement work will be delivered in future years.

Vodafone Partnership – An officer explained that the Council will be entering into a public / private partnership with Vodafone so that it can access the Vodafone Smart Camera System. It is hoped that using this system will improve the Council's ability to target fly tipping in Cardiff. Members would like more information on the system, how it will work, anticipated benefits and a timeline for implementation.

LEAMS Performance – Towards the end of the meeting I asked a question as to why LEAMS performance fell sharply during the period September 2016 to March 2017 and then rapidly improved in the period March 2017 to May 2017. An officer suggested some reasons for this sudden rise and fall, however, was unable pinpoint the exact reasons for the deviation. I'd be grateful if you could investigate the reason(s) for the sudden fall and rise in LEAMS performance and report your findings back to the Committee.

Improving Litter Management & Street Cleanliness – Task & Finish

Exercise – The Environmental Scrutiny Committee approved its work programme for 2017/18 at the meeting on the 5 September. Members of the Committee identified improving litter management and street cleanliness as their top priority and so have agreed to run a task & finish exercise on this subject in early 2018. I will ensure that you and officers from City Operations are kept up to speed on the work being undertaken to scope and develop this piece of work.

Managing Recycling in Cardiff

Waste Facilities Visit – I would like to thank Pat McGrath, Andrew Williamson and the other staff from Commercial & Collaborative Services for arranging the Waste Facilities Visit for the Environmental Scrutiny Committee on the 24th August. The Members who took part in the visit found it very worthwhile as it substantially increased their understanding of the vast waste processing infrastructure required to deal with the waste collected in Cardiff. They feel that the visits to Lamby Way, the Materials Reclamation Facility, Cardiff's composting facility, the Kelda Organic Waste Treatment Facility and Viridor Energy from Waste Facility will put them in a much better position to scrutinise waste management items in the next 12 months.

Recycling Facilities Trips for Schools – As explained above the Members felt that they benefited educationally from the waste facilities visit on the 24 August. Following on from the visit they feel that local schools could benefit from similar trips which could help reinforce the Council's recycling message to future generations. Therefore, I'd be grateful if you could pass on contact details for each of the facilities so that Committee members are able to share the information with school's in their wards. I would also appreciate it if you could provide details on the number of schools that have undertaken such visits (to include the name of the schools).

Recycling App – Members were pleased to hear that a Council wide app is currently being developed to include functions capable of reporting on a range

of waste management issues. The Committee feel that the creation such an app is very worthwhile, particularly if it functionally easy to use. They would appreciate it if you could provide the Committee of an example of how it will work.

Household Waste Recycling Centre – The current use of and future development of Household Waste Recycling Centres was discussed in some detail at the meeting. Following on from this discussion I would be grateful if you could provide the Committee with the following information:

- Members would like to know when the Wedal Road Household Waste Recycling Centre will be closing and have confirmation as to whether the site will be redeveloped into reuse facility;
- During the earlier item titled 'Managing Street Cleanliness & Total Street Scene in Cardiff', the Committee noted that there had been a 28% increase in fly tipping between 2015/16 and 2016/17. I would be grateful if you could provide an analysis of fly tipping in the east of the city for the period 2015/16 to 2017/18.

Bespoke Approach to Recycling – Members acknowledge that the Council has done exceptionally well in the last decade to push recycling rates up to the current Welsh Government statutory recycling target of 58%, however, increasing performance to 64% by 2019/20 and 70% by 2024/25 presents a major challenge to the Council. The Committee are aware that recycling rates vary significantly between wards and that more support is required by some communities to maximise their recycling potential. Concentrations of blocks of flats, houses of multiple occupation, cultural differences and other factors can present recycling challenges to the Council so it is clear that taking a 'one size fits all' approach isn't going to be practical in helping meet the outstanding 6% and 12% statutory target increases. With this in mind Members encourage you to look to develop niche or bespoke approaches to recycling in certain wards or even streets. This might include taking a slightly different approach to communicating with and listening to certain groups, delivering more education in particular areas or even taking a different approach to localised waste containerisation. The Committee feels that the

best way to identify such improvement measures is to pilot trials in small areas to find out what works well and then to replicate successful practice.

Co-mingling v Kerbside Sort Approach – It is fair to say that Member opinion on whether to stick rigidly to the current co-mingling approach or to start phasing in new elements of kerbside sort were mixed. Some of the Committee were firmly against making the current co-mingling approach any more complicated, whilst others felt that introducing new elements of the kerbside sort approach should be considered as long as implementation is evidence based. With this in mind, should you propose implementing any such future changes to the waste collection system then we would be keen to scrutinise the proposals and continue our co-mingling verses kerbside sort debate.

I would be grateful if you would consider the above comments and provide a response to the content of this letter.

Regards,

The image shows a handwritten signature in black ink. The signature is written in a cursive style and appears to read 'Ramesh Patel'. It is positioned to the left of the printed name and title.

Councillor Ramesh Patel
Chairperson Environmental Scrutiny Committee

Cc:

Andrew Gregory – Director for City Operations
Matt Wakelam – Operational Manager, Infrastructure & Operations
Tara King – Assistant Director for Commercial & Collaborative Services
Jane Cherrington – Operational Manager, Strategy & Enforcement
Pat McGrath – Operational Manager, Infrastructure Projects
Davina Fiore – Director of Governance & Legal Services
Members of the Environmental Scrutiny Committee

Mae'r dudalen hon yn wag yn fwriadol

**SWYDDFA CYMORTH Y CABINET
CABINET SUPPORT OFFICE**



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Fy Nghyf / My Ref : CM38405

Eich Cyf / Your Ref :

Dyddiad / Date: 17th October 2017

Councillor Ramesh Patel
Chairperson
Environmental Scrutiny Committee
County Hall
CARDIFF

Annwyl / Dear Councillor Patel

Environmental Scrutiny Committee - 5 September 2017 - Various

Thank you for your letter dated 13th September 2017 regarding comments received from Environmental Scrutiny Committee. I have now had an opportunity to consider your questions and am able to advise as follows:

Managing Street Cleanliness & Total Street Scene in Cardiff

Ward Action Plans – All of the Members agreed that creation of the ward based action plans to help improve cleanliness and street scene was a good idea; several of the newly elected Members were a little concerned as to why this approach didn't already exist! They agreed that trialling the new plans across a few wards was a good idea and that the trial sample should include wards with differing characteristics. The Committee liked the initial 'Ward Action Plan' template produced at the meeting and felt that it included the correct information, for example, the inclusion of a detailed 'Ward Action Plan Map' that illustrated the type and location of activities that needed to take place. They believe that local councillors have to be key stakeholders in the development of the plans as they are best placed to provide the required local knowledge. In addition to this local residents and community groups should be consulted on the structure and content of the plans. Members suggested that the views of local residents could be collected alongside the 'Ask Cardiff Survey'.

It has been agreed that Officers will undertake a pilot of 4 Ward Action Plans across the City to support their final development and engage Local Members on the information they contain. The Wards have been selected based on location in the City and the differing types of concerns or issues each ward may need addressing.

ATEBWCH I / PLEASE REPLY TO :
Swyddfa Cymorth Y Cabinet / Cabinet Support Office, Ystafell / Room 205, County Hall, Glanfa'r Iwerydd /
Atlantic Wharf, Caerdydd, Cardiff, CF10 4UW

difference | gwnewch
wahaniaeth

Grangetown – Central West Ward.
Adamsdown – Central East Ward.
Trowbridge – Southern Arc Ward.
Whitchurch and Tongwynlais – Outer Ward.

Officers will now be meeting with Local Members in October / November to initiate the Ward action Plans in these areas and work with them as key stakeholders.

Consideration will be made, following the initial work, to engage with residents and community groups and how Officers capture information from all the work undertaken by the Council.

Waste Enforcement Fines – The topic of issuing fines for littering and other waste enforcement matters was discussed extensively during the meeting. Members were concerned that some areas received a disproportionately high number of fines (Cathays accounted for just over 45% of fines issued during 2016/17), while other areas received none (Caerau, St Mellons and Ely only received one fine between them in 2016/17). This resulted in the Committee questioning the equity of resource allocation and wider approach taken to waste enforcement. As a consequence, Members would like you to answer or provide information on the following:

Why 815 fines were issued in Cathays during 2016/17 when eighteen wards received a zero or single figure number of waste enforcement fines;

Provide information on the total number of waste enforcement actions, fines issued and fines actually paid on a ward by ward basis for 2016/17 and 2017/18 to date. This should include the financial value of fines issued and paid;

A ward by ward summary of the complaint data for waste enforcement issues for 2016/17 and 2017/18 to date;

An explanation as to why 922 fines were issued for waste enforcement in the Cathays ward compared to 135 for the same period (2016/17 & 2017/18) in the Plasnewydd ward. Members were a little puzzled at this since they feel that both areas are similar in terms of population and housing stock characteristics.

Cathays Ward

The Waste Education & Enforcement Team help the authority deliver effective and efficient waste management measures to tackle waste related issues that detrimentally affect the local environmental quality of our communities.

Prior to enforcement action, the Waste Education and Enforcement Team aim to deliver targeted campaigns by providing information and advice to residents, businesses, and visitors to Cardiff about regulations, responsibilities and duties. Education is not required to secure successful prosecutions for most littering and waste offences. However, educational campaigns play an important role to raise awareness about issues and changing people's behaviour about how to manage their waste. Enforcement ensures that individuals and businesses are accountable for their actions.

Objective: to change the behaviour of residents on how they store and present their waste through engagement and enforcement activities.

The Waste Education and Enforcement team have been tackling waste storage and presentation issues in the Cathays area for many years, there is a dedicated team currently supported by the university and an additional team supported by Cardiff Council.

	2015 - 2016	2016- 2017
Education and engagement	1,545	5,500
Incorrect Waste presentation investigation and engagement (including s46)	1,420	5,059
Incorrect Waste Storage investigation and engagement (frontages)	91	229
Waste Enforcement Action (FPNS)	283	781
Total Actions	3,339	11,569

There has been a significant improvement in Cathays with regards to the transient students that live in the area and this behavioural change has evolved due to the engagement and enforcement activities undertaken delivering the 'Love Where You Live' initiative. The positive taken from this is that people are adhering to education provided. Both education and enforcement will reduce the number of ongoing offences through 'word of mouth' and a culture of having improved behaviours.

There has been a noted significant reduction in complaints from residents, visitors and local members and an increase in public and councillor compliments on the service being provided.

Fines

The statistics requested for activities ward by ward for 2016-17 and 2017-18 to date is attached.

2016/17

	Offence	FPN Amount	Total issued	Income Total	Activity less Waived /Legal	Income less waived /legal	Avr Activity Per Month
	section 46 Notice £100	£100.00	854	£85,400.00	714	£ 71,400	59.50
Waste FPNS	section 47 notice £100	£100.00	153	£15,300.00	113	£ 11,300	9.42
	waste transfer note request £300	£300.00	292	£87,600.00	144	£ 43,200	12.00
	WTN & WCR request £300	£300.00	1	£300.00	1	£ 300	0.08
WASTE TEAM	Litter - Commercial DOC £80	£80.00	19	£1,520.00	18	£ 1,440	1.50
	Litter - Domestic DOC £80	£80.00	255	£20,400.00	219	£ 17,520	18.25

2017/18

	Offence	Month	April	May	June	QTR 1	July	August
WASTE TEAM	Waste FPNS	section 46 Notice £100	78	19	31	128	23	25
		section 47 notice £100	9	5	5	19	6	0
		waste transfer note request £300	12	20	31	63	0	61
		WTN & WCR request £300	0	1	1	2	17	0
		Litter - Commercial DCC £50	2	0	1	3	0	1
		Litter - Domestic DCC £50	20	24	14	58	25	13

As the fines are still in process in 2017/18 it is not possible to indicate payment levels at this time but a review will be carried out at year end.

Complaint Data

April- June 2017

Request details	quick find data	Apr-17	May-17	Jun-17
Collection date query	WBQ01	364	193	182
Storage / Access	WBQ10	7	5	3
Active recycler	WBQ11	3	4	7
Thanks	WBQ13	35	32	48
Bag stockists/outlets	WBQ15	20	7	10
Multiple bag request	WBQ36	0	0	0
Enforcement Issue - Information Given	WBQ42	33	64	82
Enforcement Issue - transferred)	WBQ43	137	154	120
Assisted Lift query	WBQ44	19	10	9
Query about changing schemes	WBQ47	0	0	0
Information given on Bin Sizes	WBQ48	34	43	46
Information given on additional Bin Requirements	WBQ49	0	0	0
No Bin Required Customer on Tri Bag	WBQ50	1	1	1
Fixed Penalty Notice Payment - transferred	WBQ51	26	35	25
Content query)	WBQ52	159	168	175
Response to Enforcement Letter	WBQ53	2	0	0
Future Startaegy query	WBQ54	6	12	2
Waste and Recycling Enq - Information Given	WBQ55	20	12	17
Seasonal Waste Collections	WBQ60	300	10	1
Asbestos query	WBQ61	12	15	17
Flytipping	WBQ62	72	56	67
Flytipping - Asbestos Query	WBQ63	3	2	0
Total		1253	823	812

Request details	quick find data	Apr-17	May-17	Jun-17
Council to call member of public	WBR06	25	33	23
Home visit required	WBR09	5	4	9
Literature required	WBR10	57	40	61
Literature required - Language	WBR11	0	1	0
Education Request:Communal Bin Issue	WBR33	6	2	2
Education Request:Kerbside Issue)	WBR34	3	4	2
Kerbside Caddy - Caddy to be returned	WBR40	0	0	0
Call Back Required - Flats	WBR43	0	1	1
Accumulation Request	WBR45	60	63	79
Early or Late bags	WBR48	62	59	82
Enforcement Issue	WBR49	141	158	116
Fixed Penalty Notice Issue	WBR50	1	3	2
Littering Witness report	WBR51	6	8	7
Dog Fouling Sticker Request	WBR54	6	6	8
Dog fouling details of an offender	WBR55	8	8	3
Additional Black Bin Request	WBR56	40	51	37
Fixed Penalty Notice Payment - call-back req	WBR57	12	12	11
Abandoned Shopping Trolley	WBR58	0	3	3
Assisted Lift Stickers	WBR59	19	21	22
Council to call Member of Public - Enforcement	WBR60	36	17	48
Assisted Lift Query	WBR61	7	6	7
Flytipping	WBR62	407	406	592
Flytipping Asbestos	WBR63	2	5	10
Flytipping- Dumped Fridge/freeze	WBR64	35	23	50
Total		938	934	1175

January – March 2017

Request details	quick find data	Jan-17	Feb-17	Mar-17
Collection date query	WBQ01	290	131	244
Storage / Access	WBQ10	3	4	7
Active recycler	WBQ11	4	7	5
Thanks	WBQ13	30	16	41
Bag stockists/outlets	WBQ15	27	18	14
Multiple bag request	WBQ36	1	4	2
Enforcement Issue - Information Given	WBQ42	40	46	67
Enforcement Issue - transferred)	WBQ43	101	129	147
Assisted Lift query	WBQ44	12	10	8
Query about changing schemes	WBQ47	0	0	0
Information given on Bin Sizes	WBQ48	28	21	39
Information given on additional Bin Requirements	WBQ49	0	0	0
No Bin Required Customer on Tri Bag	WBQ50	1	1	0
Fixed Penalty Notice Payment - transferred	WBQ51	42	42	43
Content query)	WBQ52	212	133	162
Response to Enforcement Letter	WBQ53	2	2	2
Future Startaegy query	WBQ54	3	2	8
Waste and Recycling Eng - Information Given	WBQ55	14	9	14
Seasonal Waste Collections	WBQ60	279	130	392
Asbestos query	WBQ61	9	12	21
Flytipping	WBQ62	84	65	104
Flytipping - Asbestos Query	WBQ63	0	0	3
Total		1182	782	1323

Request details	quick find data	Jan-17	Feb-17	Mar-17
Council to call member of public	WBR06	21	22	26
Home visit required	WBR09	2	6	6
Literature required	WBR10	50	58	74
Literature required - Language	WBR11	0	0	0
Education Request:Communal Bin Issue	WBR33	7	2	2
Education Request:Kerbside Issue)	WBR34	5	4	4
Kerbside Caddy - Caddy to be returned	WBR40	0	0	0
Call Back Required - Flats	WBR43	0	0	1
Accumulation Request	WBR45	86	86	97
Early or Late bags	WBR48	43	53	83
Enforcement Issue	WBR49	133	133	153
Fixed Penalty Notice Issue	WBR50	8	9	1
Littering Witness report	WBR51	8	4	10
Dog Fouling Sticker Request	WBR54	20	14	20
Dog fouling details of an offender	WBR55	14	13	8
Additional Black Bin Request	WBR56	77	66	64
Fixed Penalty Notice Payment - call-back req	WBR57	23	10	14
Abandoned Shopping Trolley	WBR58	0	4	6
Assisted Lift Stickers	WBR59	16	13	19
Council to call Member of Public - Enforcement	WBR60	28	54	60
Assisted Lift Query	WBR61	19	9	4
Flytipping	WBR62	518	451	598
Flytipping Asbestos	WBR63	2	5	8
Flytipping- Dumped Fridge/freeze	WBR64	17	33	33
Total		1097	1049	1291

Note: The above data is held by C2C and relates to requests made for service.

Cathays compared to Plasnewydd

Plasnewydd ward has a dedicated team like that of Cathays but there has been additional educational action in Cathays. This is where Officers visit every property in an area and ensure that residents / tenants are aware of their duties. This process allows enforcement to follow promptly for non-compliance. The reason for this approach was that the Enforcement Team were struggling with all of the issues in student dominant areas and that education was delaying any meaningful action which meant that Cathays was not able to be sustainably managed in terms of waste issues.

This education activity will extend to 10 streets in Plasnewydd in 2017/18.

Waste Enforcement – Landlord v Tenant Responsibility – At the meeting I asked a question about what our options were in terms of targeting landlords or tenants for dealing with waste enforcement issues at rental properties. You explained that it would be difficult to hold landlords accountable for waste issues created by the tenants; my view was that landlords are in fact running a commercial operation and so should at least in part be held accountable for the actions of their tenants. I understand that some local authorities have had success in dealing with waste enforcement issues at rental properties by involving landlords at the earliest possible opportunity. I would be grateful if you could arrange for the matter to be investigated so that the Council is able to identify best practice by other local authorities. Feedback on the results of this work would be appreciated by the Committee.

Tenants are responsible for the waste they present. However, Neighbourhood Services Enforcement has been working with both Rent Smart Wales and housing enforcement to implement a procedure ensuring land lords / property owners take responsibility for tenant waste. A training programme for landlords registering for a licence with Rent Smart Wales has been created which includes providing information explaining what responsibilities landlords, letting agents and tenants have in safely storing and disposing of waste from rental properties.

Cathays – As has already been mentioned the topic of waste enforcement activity in Cathays was discussed during the meeting. Members were concerned that over 45% of the fines issued were within that ward which seemed disproportionately high when compared to all other wards. A Member asked if in fact too much waste enforcement was being carried out in Cathays to the annoyance of permanent residents. She felt were being targeted in the same way as temporary residents, for example, students. She felt that a review of the current waste enforcement approach was required and that this should include detailed consultation with permanent local residents. I would be grateful if you could look into this and provide the committee with feedback.

Noted. Targeted consultation is a timely and costly exercise and therefore it would be beneficial to work with the Local Members in Cathays and Plasnewydd to agree an approach to ensure that residents are content with the approach by Neighbourhood Services Enforcement Officers. There is currently no indication from correspondence from residents or Local Members, on behalf of residents, to support any indication that the enforcement activity is over zealous.

Fly Tipping – The item highlighted that fly tipping had increased by 28% between 2015/16 and 2016/17; the Committee was concerned by this large rise in a relatively short period. You explained that managing fly tipping levels was a challenge, and that the increase was partly due to changing definitions and reporting standards. I would be grateful if you could provide the Committee with the following:

The fly tipping definition that the Council is currently working against;

The fly tipping definitions are from Fly Tipping Action Wales “*Waste DataFlow Fly-tipping Module - Best Practice Guidance for Wales*” Version 1.1. Last amended August 2017

Categories for fly tipping

When mixed loads are identified, USE the DOMINANT WASTE TYPE to determine which of the following categories to use.

Animal carcasses means any agricultural, working or pet animals or parts of animals.

Green means any vegetation/prunings and clean soil including tree trunks and branches.

Vehicle parts means any mechanical parts, components and panels of vehicles except tyres and batteries (see below).

White goods means fridges, freezers, washing machines and other kitchen appliances.

Other electrical means TVs, computer equipment, vacuum cleaners, radios, fluorescent tubes, circuit boards and car batteries etc.

Tyres means vehicle tyres regardless of whether they are on the wheel rim or off the rim.

Asbestos means all forms of asbestos including cement or other bonded asbestos.

Clinical means hospital or healthcare waste such as blood, tissue, needles, soiled dressings, drugs etc that is infectious or could cause harm in some way. It may be produced from hospitals, medical, nursing, dental, veterinary, pharmaceutical or similar practices or from home treatment e.g. home based dialysis machines.

Construction/demolition/excavation means waste from the construction, repair, maintenance and demolition of buildings and structures including roads. It means brick, concrete, hardcore, soil, timber, plastics and occasionally hazardous waste. It also includes cement, sand and other surplus building materials from builders or tradesmen. It includes large-scale DIY waste e.g. complete kitchen units or household fittings.

Black bags – commercial means waste from businesses particularly shops or traders which are not to be picked up by a trade waste collector. It may be difficult to differentiate between this and the next category without opening the bags. If necessary use your judgement based on proximity.

Black bags – household means waste from householders bagged and dumped on the street. You will obviously need to exclude those bags where waste has been put out for collection by the refuse service.

Chemical drums means containers each with a capacity of 205 litres (45 gallons) or greater that appears to contain chemicals including oils and fuels.

Other household waste means any household waste not covered above and could include the results of house or shed clearances, old furniture, carpets and the waste from small scale DIY works.

Other commercial waste means any commercial or industrial waste not covered above and could include pallets, cardboard boxes, plastics, foam and any other waste not contained in bags or containers and not due to be collected.

Other (unidentified) is to be used if none of the above applies. Do not use this for mixed loads, try to identify the dominant waste type and use one of the above categories.

A summary of the way that fly tipping incidents are currently reported and logged;

Please see attached report 'Impact Summary for Fly Tipping'.

Information on the changing fly tipping definitions and reporting approaches for the last five years;

Please see attached report 'Impact Summary for Fly Tipping'.

A breakdown of the fly tipping incidents by type on a ward by ward basis for 2015/16, 2016/17 and 2017/18 to date.

Fly capture has not supported ward by ward allocation of fly tipping activity. However, as we move into the delivery of a digital system this aspect will be recorded as each site will be GIS based and therefore area specific histories can be provided.

Fly Capture Stats 2016 - 17

1. Total number of flytipping incidents recorded by Cardiff Council during 2016-17 by month

	Q1			Q2			Q3			Q4			TOTAL
	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	
	668	608	638	762	761	649	682	577	485	747	651	730	7958
Quarterly	1914			2172			1744			2128			

4. Total Number of flytipping incidents by waste type

	Q1			Q2			Q3			Q4			Total
	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	
animal carcass	0	0	0	0	0	0	0	0	0	0	0	0	0
construction/demolition/ excavation	76	47	70	65	79	67	73	59	53	72	79	43	783
Green	40	34	36	37	28	14	24	19	12	23	32	51	350
Bagged - Commercial	1	0	2	10	0	0	0	2	27	40	14	9	105
Bagged - Domestic	154	154	159	176	161	160	134	178	75	121	27	57	1566
other commercial waste	2	12	9	10	10	8	15	5	10	14	36	41	172
other household waste	294	278	268	364	394	281	325	230	226	342	360	456	3818
tyres	5	22	8	9	4	11	14	14	7	26	24	6	150
asbestos	8	3	1	3	0	4	6	5	5	3	1	4	43
vehicle parts	12	3	4	8	9	8	16	10	3	12	5	6	96
other electrical	29	20	22	33	24	23	24	23	19	16	21	16	270
white goods	45	30	53	41	48	68	51	32	42	69	41	31	551
chemical drums, oil or fuel	0	0	0	0	0	0	0	0	0	0	0	0	0
other (unidentified)	2	5	1	0	1	3	0	0	6	6	8	10	42
clinical	0	0	5	6	3	2	0	0	0	3	3	0	22
Total	668	608	638	762	761	649	682	577	485	747	651	730	7958

5. Total Number of flytipping incidents by waste size

	Q1			Q2			Q3			Q4			Total
	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	
Single item	206	194	187	211	254	265	208	190	105	100	74	67	2059
Car boot load or less	178	142	140	170	135	122	119	132	75	99	94	108	1514
Small van load	99	125	170	189	162	133	139	113	96	190	235	270	1921
Transit van load	145	127	131	160	182	108	203	124	186	321	238	283	2208
Tipper lorry load	40	20	10	32	28	21	15	18	23	37	10	2	256
Significant multiple	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	668	608	638	762	761	649	682	577	485	747	651	730	7958

Sickness Rates - During the meeting, I asked about how the recent increases in sickness rates had affected work being delivered by Neighbourhood Services. The Director for City Operations explained that there had been a recent increase in sickness rates in City Operations and across the Council as a whole; he also explained that work was ongoing across the City Operations Directorate to reduce sickness rates. Members feel that it is important to monitor sickness levels going forward and have asked for a

breakdown of City Operations sickness rates for 2016/17 and 2017/18; this should include analysis of long and short term sickness absence.

Please see attached a breakdown of City Operations sickness rates for 2016/17 and 2017/18. This data includes an analysis of long and short term sickness absence presented as both percentages and FTEs.

Funding from the Financial Resilience Mechanism – A Member asked why the Financial Resilience Mechanism had been used to allocate a one off payment of £150,000 to Neighbourhood Services to assist with enforcement activities. As you will be aware the financial contribution is being used to support seven FTE posts within enforcement to enable city centre / city wide waste enforcement teams to work three afternoons and weekends to deliver a high quality 'Total Street Scene' service to the residents of Cardiff. He and other Members were concerned that the funding was only for one year and wanted to know how this important additional enforcement work would be delivered once the current financial year ends. I would be grateful if you could provide an explanation on why this funding will only last for one year and assurance around how this additional enforcement work will be delivered in future years.

The Financial Resilience Mechanism was used to provide a one off payment of £150,000 to help enable the creation of afternoon and weekend enforcement teams. The payment was a one-time only payment, as it is intended that the team be funded through income generation moving forwards. It is important to note that whilst it is not a statutory obligation to educate first, our priority as a service is visibility and behaviour change, not to generate income. Neighbourhood Services Enforcement are now empowered to undertake Highway Enforcement relating to a number of licenses. This work has supported increasing annual income relating to licensing and allowed additional enforcement activity to improve the street scene. A review is currently taking place looking at resource levels across the team. Furthermore, we are also generating income through working in partnership with a variety of organisations to tackle environmental crime –working with Cardiff University, the University Hospital Wales and enforcing on private land such as McDonalds on Newport Road.

Vodafone Partnership – An officer explained that the Council will be entering into a public / private partnership with Vodafone so that it can access the Vodafone Smart Camera System. It is hoped that using this system will improve the Council's ability to target fly tipping in Cardiff. Members would like more information on the system, how it will work, anticipated benefits and a timeline for implementation.

Vodafone has partnered with visual verification solution experts iDefigo to jointly create the Vodafone Smart Camera.

These cameras can be deployed in any location indoors or outdoors, quickly and effectively as there is no need for an external power source as the camera has an integrated low profile solar panel and rechargeable lithium batteries. All officers who deal with these cameras will have on site training in effective installation. The cameras have a remote trigger to activate the surveillance and a remote night vision spotlight for night infrared illumination.

When the cameras are activated by movement, the 4G IoT connectivity immediately transmits the footage to the iDefigo secure cloud service. Alerts will be sent to officers via their allocated email or mobile phone. The officers will be able to view the footage online or via their iphone or ipad application using their own secure log in details. All

camera locations can be viewed and managed 24/7 via the cloud based application. These cameras can also read vehicle registrations.

The benefits are:

- Being able to identify the persons responsible as we will be able to identify which vehicles have been involved resulting in court prosecutions.
- The cameras can be quickly removed and installed in any location where there is a need.
- No External power source needed.
- Solar panels to keep the camera in location recording for a longer period of time - this cuts out the need for officers to change batteries every day, possibly showing people where the cameras are located.
- Infra red giving clear night vision.
- Clear footage sent to cloud based management platform. Alert sent to officer identifying time of incident cutting out officer viewing hours of footage.
- Secure email to view footage.
- A possible reduction in fly tipping.

The procurement process is complete and it is envisage that a few cameras will become operational in November 2017.

LEAMS Performance – Towards the end of the meeting I asked a question as to why LEAMS performance fell sharply during the period September 2016 to March 2017 and then rapidly improved in the period March 2017 to May 2017. An officer suggested some reasons for this sudden rise and fall, however, was unable pinpoint the exact reasons for the deviation. I would be grateful if you could investigate the reason(s) for the sudden fall and rise in LEAMS performance and report your findings back to the Committee.

Concerning variations in LEAMS performance, it is difficult to pin point one specific reason. However, there are a couple of factors that may help to explain the variation. For example, in 2016 we changed the way in which we monitor LEAMS performance, as the responsibility for this activity was passed to highways teams to monitor as part of their daily duties. This change in how the data was recorded partially coincides with a change in performance, and therefore might go some way to explain it. In addition, Autumn is a challenging time for street cleansing due to leaf-fall and the need to prioritise resources. Whilst there is a plan in place to tackle leaf-fall, the timing and duration of the leaf-fall period can vary from year to year dependant on the weather, and can mean that it takes slightly longer to address littering issues if resources have been diverted elsewhere. Notwithstanding, despite the slight dip in performance between September 2016 and March 2017, the percentage of highways of an acceptable standard of cleanliness remains on target and performance with regards to the cleanliness index continues to steadily increase. Furthermore, the introduction of a Blitzing team and additional cleansing teams on the afternoons have delivered significant improvements to cleansing services.

Improving Litter Management & Street Cleanliness – Task & Finish

Exercise – The Environmental Scrutiny Committee approved its work programme for 2017/18 at the meeting on the 5 September. Members of the Committee identified improving litter management and street cleanliness as their top priority and so have agreed to run a task & finish exercise on this subject in early 2018. I will ensure that you and officers from City Operations are kept up to speed on the work being undertaken to scope and develop this piece of work.

Noted

Managing Recycling in Cardiff

Waste Facilities Visit – I would like to thank Pat McGrath, Andrew Williamson and the other staff from Commercial & Collaborative Services for arranging the Waste Facilities Visit for the Environmental Scrutiny Committee on the 24th August. The Members who took part in the visit found it very worthwhile as it substantially increased their understanding of the vast waste processing infrastructure required to deal with the waste collected in Cardiff. They feel that the visits to Lamby Way, the Materials Reclamation Facility, Cardiff's composting facility, the Kelda Organic Waste Treatment Facility and Viridor Energy from Waste Facility will put them in a much better position to scrutinise waste management items in the next 12 months.

Noted

Recycling Facilities Trips for Schools – As explained above the Members felt that they benefited educationally from the waste facilities visit on the 24 August. Following on from the visit they feel that local schools could benefit from similar trips, which could help reinforce the Council's recycling message to future generations. Therefore, I would be grateful if you could pass on contact details for each of the facilities so that Committee members are able to share the information with schools in their wards. I would also appreciate it if you could provide details on the number of schools that have undertaken such visits (to include the name of the schools).

Waste Management work closely with the schools across Cardiff. Whilst we do facilitate tours for adults and recognise the benefits of people seeing the facility in action, the risks are too high to permit children into an operational area such as the MRF. We do however provide videos and information to schools to help them understand the facility. Plus we will be organising more weekend open days that can accommodate children with support of an adult to walk round the plant whilst it is not running.

Recycling App – Members were pleased to hear that a Council wide app is currently being developed to include functions capable of reporting on a range of waste management issues. The Committee feel that the creation such an app is very worthwhile, particularly if it functionally easy to use. They would appreciate it if you could provide the Committee of an example of how it will work.

Once the Corporate app is operational, officers will be more than happy to provide a demonstration to the committee. The app is being developed to provide up to date collections information and additional information on what can be recycled.

Household Waste Recycling Centre – The current use of and future development of Household Waste Recycling Centres was discussed in some detail at the meeting. Following on from this discussion, I would be grateful if you could provide the Committee with the following information:

Members would like to know when the Wedal Road Household Waste Recycling Centre will be closing and have confirmation as to whether the site will be redeveloped into reuse facility;

The position on Wedal road will be confirmed once all elements of the Cabinets approved decision have been delivered. This was the recycling bulky collections which are now in place; the opening of the new Lamby way site and then finally the reuse

partnership. Once the final aspect is in place the Cabinet will be in a position to consider the future use of the Wedal Road site.

During the earlier item titled 'Managing Street Cleanliness & Total Street Scene in Cardiff', the Committee noted that there had been a 28% increase in fly tipping between 2015/16 and 2016/17. I would be grateful if you could provide an analysis of fly tipping in the east of the city for the period 2015/16 to 2017/18.

As previously stated, Fly capture has not supported ward by ward allocation of fly tipping activity. However, as we move into the delivery of a digital system this aspect will be recorded as each site will be GIS based and therefore area specific histories can be provided.

Bespoke Approach to Recycling – Members acknowledge that the Council has done exceptionally well in the last decade to push recycling rates up to the current Welsh Government statutory recycling target of 58%, however, increasing performance to 64% by 2019/20 and 70% by 2024/25 presents a major challenge to the Council. The Committee are aware that recycling rates vary significantly between wards and that more support is required by some communities to maximise their recycling potential. Concentrations of blocks of flats, houses of multiple occupation, cultural differences and other factors can present recycling challenges to the Council so it is clear that taking a 'one size fits all' approach isn't going to be practical in helping meet the outstanding 6% and 12% statutory target increases. With this in mind Members encourage you to look to develop niche or bespoke approaches to recycling in certain wards or even streets. This might include taking a slightly different approach to communicating with and listening to certain groups, delivering more education in particular areas or even taking a different approach to localised waste containerisation. The Committee feels that the best way to identify such improvement measures is to pilot trials in small areas to find out what works well and then to replicate successful practice.

The Committees' comments are very valid and will be consider in the next waste strategy that will be brought forwards later in the year.

Co-mingling v Kerbside Sort Approach – It is fair to say that Member opinion on whether to stick rigidly to the current co-mingling approach or to start phasing in new elements of kerbside sort were mixed. Some of the Committee were firmly against making the current co-mingling approach any more complicated, whilst others felt that introducing new elements of the kerbside sort approach should be considered as long as implementation is evidence based. With this in mind, should you propose implementing any such future changes to the waste collection system then we would be keen to scrutinise the proposals and continue our co-mingling verses kerbside sort debate

The last strategy determined that kerbside sort was not the best option for Cardiff at this time. This evidence base is still valid. However, the Council must consider the risks to recycling, funding and legislation. Future proposals on separate glass collections will be presented to the Committee as part of the strategy development and all scrutiny will be welcome in shaping the future proposals of recycling services.

I trust the above is of assistance to you.

Yn gywir / Yours sincerely

A handwritten signature in cursive script, appearing to read 'Michael Michael'.

**Cynghorydd / Councillor Michael Michael
Cabinet Member for Clean Streets, Recycling & Environment /
Aelod Cabinet dros Strydoedd Glân, Ailgylchu a'r Amgylchedd**

Ref: RDB/RP/MM/03.10.2017

17 October 2017

Councillor Michael Michael,
Cabinet Member for Clean Streets, Recycling & Environment,
County Hall,
Atlantic Wharf,
Cardiff CF10 4UW.



Dear Councillor Michael,

Environmental Scrutiny Committee – 3 October 2017

On behalf of the Environmental Scrutiny Committee I would like to thank you and the officers from Shared Regulatory Services for attending the Committee meeting on Tuesday 3 October 2017. As you are aware the meeting considered items titled 'Managing Food Hygiene in Cardiff' and 'Cardiff's Taxi Services'. The comments and observations made by Members following these items are set out in this letter.

Managing Food Hygiene in Cardiff

- The Committee acknowledge that the resources available to Shared Regulatory Services for managing food hygiene in Cardiff are limited given the scale of the task. At the same time, the targets set by the Welsh Government for food hygiene are very high for this important public safety issue; for example, there is currently a 93% target for PAM/023 that measures the percentage of food establishments which are broadly compliant with food hygiene standards. Having considered the challenges faced and range of important tasks that they undertake Members feel that Shared Regulatory Services deserve to be congratulated for the work and results that they deliver. I would, therefore, ask that you pass on our appreciation and thanks to the service.
- **Income Generation** - Members support the approach taken by Shared Regulatory Services in generating income from some food hygiene related

services. The Committee understands that the approach is relatively new and that it is not realistic for the income raised to fully offset any future funding cuts, however, every pound helps and this is very much a step in the right direction. Moving forward the Committee supports this approach and would encourage the service to continually review best practice across the food hygiene industry so that it is able to identify any new potential income streams.

- **Joined Up Working** - During the item the Committee felt that food hygiene monitoring standards could be improved by adopting a 'joined up' approach for sharing Council information. For example, every time a catering related change of use application is submitted to Planning the information should be forwarded to Shared Regulatory Services so that they are aware of the change and can take appropriate action. This the Members felt would help ensure improved food safety compliance for new food businesses which are generally viewed as a higher risk. A member of the Committee made the point that Members were automatically informed by email of any new change of use applications (including for catering establishments) within their wards and that extending this email to include Shared Regulatory Services should be a very simple thing to do. I would ask that you look into introducing this small change as it could help boost food hygiene standards, particularly for new food businesses.
- **Extending the Food Hygiene Rating Scheme** - It is clear that the Food Hygiene Rating Scheme has had a really positive impact in terms of raising public awareness and food hygiene standards in Cardiff. Businesses now view a good Food Hygiene Rating Score as an asset while the public seems to use the score as a determining factor when deciding where to eat. During the meeting Members explored the idea of placing Food Hygiene Rating Scores onto takeaway menus and websites. They were told that there is no current statutory requirement for this to happen at the moment, however, it is something that the Welsh Government has considered. Opinion as to whether Food Hygiene Rating Scores should be added to websites or takeaway menus was divided, with

some Members taking the view that a link to the Food Standards website should be sufficient while others felt that a score on a menu or website was a far more transparent option. Either way the Committee believes that highlighting the score or how to access the score is important as it puts the public in a better position to make an informed choice. When you have the opportunity I would urge you and Shared Regulatory Services to lobby the Welsh Government to extend the Food Hygiene Rating Scheme to include takeaway menus and websites.

- **Targeted Food Hygiene Events** - Members were pleased that Shared Regulatory Services were running food hygiene events; in particular they were impressed that approximately 180 businesses had recently attended an event at the Principality Stadium. The Committee felt that this approach could be further developed to support some harder to reach food catering establishments by having targeted events in specific geographical areas, for example, the idea of running an event targeted at food businesses on City Road was suggested. The Committee would support such a targeted approach and would encourage the service to develop the idea.

Cardiff's Taxi Services

- **Fixed Penalty Notices** - During the meeting Members expressed an interest in finding out how many fixed penalty notices were issued in Cardiff against taxi drivers for the misuse of bus lanes. I would be grateful if you could confirm the number fixed penalty notices issued along with the reasons for issuing for 2016/17 and 2017/18 to date.
- **Blocking Bus Lanes** – Some Members of the Committee were concerned by the frequency with which bus lanes were blocked by taxis in the city centre. Officers explained that taxis are currently allowed to use Cardiff's bus lanes and that dropping off and picking up is permitted, however, this needs to be done within a 'reasonable' timescale and that using the bus lanes as extended layover spots or unofficial taxi ranks was not allowed. The Committee feel that the bus lanes need to be kept clear as

unnecessary blockages delay bus journeys. Ultimately delayed bus journeys discourage people from using bus services and, therefore, have an impact on Cardiff's 50:50 modal shift target. Members acknowledge that it is a minority of taxi drivers who actually cause bus lane disruption, and so the Committee would urge you to take the strongest possible enforcement action against persistent offenders. The hope is that if enforcement action is taken against one or two drivers then the message will quickly spread that the Council does not tolerate taxis blocking bus lanes.

- **Taxi Complaints** - The topic of taxi related complaints was discussed at length during the meeting. Members raised a number of concerns about the recording of complaints and the wider complaints process, therefore, I would be grateful if you could respond to the following:
 - The Committee asked for clarification as to whether road traffic offences were taken into consideration when dealing with complaints, specifically if they had an impact on any further action taken against taxi drivers;
 - Prior to the meeting Members received a breakdown of complaints for the period 2012 to 2016. With the exception of 2015 the number of complaints was fairly constant, however, due to the way in which the complaints were recorded it was impossible to identify the number of complaints made for specific types of incident, for example, refusal of fares or overcharging. The Committee were informed that Shared Regulatory Services is in the process of installing a new data base that will be used to record taxi complaints and that the functionality of this data base will give the Council a greater understanding of the types of complaints and why they are made. The Committee welcomes this development and I would ask that you provide them with an update on the new data base structure and its reporting abilities once it is completed. Members hope that the new data base will provide clear and accessible information which in turn is used to drive up taxi standards in Cardiff;

- At the meeting a Member expressed some concern at how the Council had dealt with a complaint made by him about a taxi related incident. He felt that the whole reporting process was overcomplicated and that it would put most people off fully following through with genuine complaints. I would be grateful if you could provide the Committee with a summary of the full complaints reporting process along with some suggestions around what could be done to improve complainant support during the process.
- **Taxi Spot Checks** - The Committee strongly supports the use of regular taxi spot checks to ensure that licensing conditions and standards are followed in Cardiff. At the meeting one of the Members stressed the importance of checking the individual's details against the actual vehicle and taxi driver licensing scheme to establish that they are an authorised driver. The Committee agreed with the idea of having a more thorough driver validation check as a part of the spot check process – this they feel would help improve taxi safety and standards in the city. A suggestion was made that taxi drivers should in future display a larger photo than the one on the badge currently used, and that this should be displayed in a prominent part of the vehicle. I would ask that you look into how we and our partners (for example, South Wales Police) currently undertake taxi spot checks and provide feedback on what is / or can be done to ensure that taxi drivers are thoroughly validated as a part of this process. In addition to this, the Committee supports the continued use of using secret shoppers in Cardiff. They feel that this is an excellent monitoring tool to help establish what taxi standards are really like in Cardiff.
- **Taxi Ranks** - The issue of taxi ranks and the impact that they have on the city centre was discussed at the meeting. Recent consultation reports seemed to suggest that taxi drivers felt that more taxi ranks were needed in the city centre, while several Members suggested potential locations in the north, east and west of the city centre that if created might improve taxi provision. One Member in particular emphasised that creating a taxi rank

in the Westgate Street area of the city might divert taxis from blocking off bus lanes opposite the castle, improving the flow of buses and safety. The conclusion that the Members came to was that now might be an appropriate time to review the provision of taxi ranks in the city centre, therefore, I would ask that you look into the option on undertaking a taxi rank review and provide feedback on your findings to the Committee.

- **Air Quality & Clean Air Zones** - Improving air quality and the potential of creating a 'Clean Air Zone' for Cardiff was briefly discussed as a part of the 'Cardiff's Taxi Services' item. I can confirm that the topics of improving air quality and 'Clean Air Zones' will feature as a part of the next Environmental Scrutiny Committee task & finish exercise titled 'Improving Cardiff's Air Quality'. I will ensure that you and your Cabinet colleagues are kept informed of the content of this exercise and invited to give evidence for the areas relating to your individual portfolios of responsibility.
- **Taxi Marshals** – Members welcome the intention of the Cardiff Business Improvement District (BID) to fund the appointment of additional taxi marshals in the city centre. The Committee felt that this would enhance provision and improve Cardiff's taxi offer. The only concern that Members had was ensuring a consistent standard across the BID and Council funded staff so that the public receive a seamless and consistent service. On behalf of the Committee I would ask for assurance that a consistent approach will be applied to taxi marshalling in Cardiff and that their performance is monitored using a common approach.
- **Taxi Marshal Badge Camera** – Members understand that being a taxi marshal can at times be a very challenging and sometimes dangerous role. The Committee is aware that other roles supported by the Council face similar safety issues (for example, Civil Parking Enforcement Officers & Waste Enforcement Officers) and that to combat the threat they have been given personal badge cameras. I would ask that you look into the option of providing all taxi marshals (both Council and future BID staff) with

a similar badge camera system and provide a summary of your findings back to the Committee.

- **Common Taxi Policies** – At the meeting officers explained that traditionally taxi licensing standards had varied between local authority areas and that some private hire drivers had in the past applied to other less stringent local authority areas to obtain a licence which then allowed them to operate in Cardiff. Members were pleased to hear that the creation of Shared Regulatory Services had largely resulted in the standardisation of the taxi licensing processes across the Cardiff, Bridgend and Vale of Glamorgan. They felt that this was a very positive step forward and that standardisation was something that would only benefit taxi licensing standards across Wales as a whole. With this in mind I would ask that you and Shared Regulatory Services continue to push forward the standardisation of taxi licensing as a sensible way forward for improving taxi standards in Wales.

I would be grateful if you would consider the above comments and provide a response to the content of this letter. Please note that the comments made in this letter about Cardiff's Taxi Services are also included in a letter to Councillor Jacqueline Parry in respect of her role as Chair of Cardiff's Licensing & Public Protection Committee. I am happy to accept a combined response from both of you in relation to the points raised on Cardiff's Taxi Services.

Regards,

The image shows a handwritten signature in black ink. The signature is written in a cursive style and appears to read 'Ramesh Patel'. It is positioned to the left of the printed name and title.

Councillor Ramesh Patel
Chairperson Environmental Scrutiny Committee

Cc:

- Councillor Jacqueline Parry, Chair of Cardiff's Licensing & Public Protection Committee
- Andrew Gregory, Director of City Operations
- Dave Holland, Head of Shared Regulatory Services
- Christina Hill, Operational Manager Commercial Services, Shared Regulatory Services
- Will Lane, Operational Manager Neighbourhood Services, Shared Regulatory Services
- Matthew Wakelam, Operational Manager, Infrastructure & Operations
- Davina Fiore, Director of Governance & Legal Services
- Members of Cardiff's Environmental Scrutiny Committee

Ref: RDB/RP/JP/03.10.2017

17 October 2017

Councillor Jacqueline Parry,
Chair of Cardiff's Licensing & Public Protection Committee,
Room 264 County Hall,
Atlantic Wharf,
Cardiff CF10 4UW.



Dear Councillor Parry,

Environmental Scrutiny Committee – 3 October 2017

On behalf of the Environmental Scrutiny Committee I would like to thank you and the officers from Shared Regulatory Services for attending the Committee meeting on Tuesday 3 October 2017. As you are aware the meeting considered an item titled 'Cardiff's Taxi Services'. The comments and observations made by Members following this item is set out in this letter.

Cardiff's Taxi Services

- **Fixed Penalty Notices** - During the meeting Members expressed an interest in finding out how many fixed penalty notices were issued in Cardiff against taxi drivers for the misuse of bus lanes. I would be grateful if you could confirm the number fixed penalty notices issued along with the reasons for issuing for 2016/17 and 2017/18 to date.
- **Blocking Bus Lanes** – Some Members of the Committee were concerned by the frequency with which bus lanes were blocked by taxis in the city centre. Officers explained that taxis are currently allowed to use Cardiff's bus lanes and that dropping off and picking up is permitted, however, this needs to be done within a 'reasonable' timescale and that using the bus lanes as extended layover spots or unofficial taxi ranks was not allowed. The Committee feel that the bus lanes need to be kept clear as unnecessary blockages delay bus journeys. Ultimately delayed bus journeys discourage people from using bus services and, therefore, have

an impact on Cardiff's 50:50 modal shift target. Members acknowledge that it is a minority of taxi drivers who actually cause bus lane disruption, and so the Committee would urge you to take the strongest possible enforcement action against persistent offenders. The hope is that if enforcement action is taken against one or two drivers then the message will quickly spread that the Council does not tolerate taxis blocking bus lanes.

- **Taxi Complaints** - The topic of taxi related complaints was discussed at length during the meeting. Members raised a number of concerns about the recording of complaints and the wider complaints process, therefore, I would be grateful if you could respond to the following:
 - The Committee asked for clarification as to whether road traffic offences were taken into consideration when dealing with complaints, specifically if they had an impact on any further action taken against taxi drivers;
 - Prior to the meeting Members received a breakdown of complaints for the period 2012 to 2016. With the exception of 2015 the number of complaints was fairly constant, however, due to the way in which the complaints were recorded it was impossible to identify the number of complaints made for specific types of incident, for example, refusal of fares or overcharging. The Committee were informed that Shared Regulatory Services is in the process of installing a new data base that will be used to record taxi complaints and that the functionality of this data base will give the Council a greater understanding of the types of complaints and why they are made. The Committee welcomes this development and I would ask that you provide them with an update on the new data base structure and its reporting abilities once it is completed. Members hope that the new data base will provide clear and accessible information which in turn is used to drive up taxi standards in Cardiff;

- At the meeting a Member expressed some concern at how the Council had dealt with a complaint made by him about a taxi related incident. He felt that the whole reporting process was overcomplicated and that it would put most people off fully following through with genuine complaints. I would be grateful if you could provide the Committee with a summary of the full complaints reporting process along with some suggestions around what could be done to improve complainant support during the process.

- **Taxi Spot Checks** - The Committee strongly supports the use of regular taxi spot checks to ensure that licensing conditions and standards are followed in Cardiff. At the meeting one of the Members stressed the importance of checking the individual's details against the actual vehicle and taxi driver licensing scheme to establish that they are an authorised driver. The Committee agreed with the idea of having a more thorough driver validation check as a part of the spot check process – this they feel would help improve taxi safety and standards in the city. A suggestion was made that taxi drivers should in future display a larger photo than the one on the badge currently used, and that this should be displayed in a prominent part of the vehicle. I would ask that you look into how we and our partners (for example, South Wales Police) currently undertake taxi spot checks and provide feedback on what is / or can be done to ensure that taxi drivers are thoroughly validated as a part of this process. In addition to this, the Committee supports the continued use of using secret shoppers in Cardiff. They feel that this is an excellent monitoring tool to help establish what taxi standards are really like in Cardiff.

- **Taxi Ranks** - The issue of taxi ranks and the impact that they have on the city centre was discussed at the meeting. Recent consultation reports seemed to suggest that taxi drivers felt that more taxi ranks were needed in the city centre, while several Members suggested potential locations in the north, east and west of the city centre that if created might improve taxi provision. One Member in particular emphasised that creating a taxi rank in the Westgate Street area of the city might divert taxis from blocking off

bus lanes opposite the castle, improving the flow of buses and safety. The conclusion that the Members came to was that now might be an appropriate time to review the provision of taxi ranks in the city centre, therefore, I would ask that you look into the option on undertaking a taxi rank review and provide feedback on your findings to the Committee.

- **Air Quality & Clean Air Zones** - Improving air quality and the potential of creating a 'Clean Air Zone' for Cardiff was briefly discussed as a part of the 'Cardiff's Taxi Services' item. I can confirm that the topics of improving air quality and 'Clean Air Zones' will feature as a part of the next Environmental Scrutiny Committee task & finish exercise titled 'Improving Cardiff's Air Quality'. I will ensure that you and your Cabinet colleagues are kept informed of the content of this exercise and invited to give evidence for the areas relating to your individual portfolios of responsibility.
- **Taxi Marshals** – Members welcome the intention of the Cardiff Business Improvement District (BID) to fund the appointment of additional taxi marshals in the city centre. The Committee felt that this would enhance provision and improve Cardiff's taxi offer. The only concern that Members had was ensuring a consistent standard across the BID and Council funded staff so that the public receive a seamless and consistent service. On behalf of the Committee I would ask for assurance that a consistent approach will be applied to taxi marshalling in Cardiff and that their performance is monitored using a common approach.
- **Taxi Marshal Badge Camera** – Members understand that being a taxi marshal can at times be a very challenging and sometimes dangerous role. The Committee is aware that other roles supported by the Council face similar safety issues (for example, Civil Parking Enforcement Officers & Waste Enforcement Officers) and that to combat the threat they have been given personal badge cameras. I would ask that you look into the option of providing all taxi marshals (both Council and future BID staff) with a similar badge camera system and provide a summary of your findings back to the Committee.

- **Common Taxi Policies** – At the meeting officers explained that traditionally taxi licensing standards had varied between local authority areas and that some private hire drivers had in the past applied to other less stringent local authority areas to obtain a licence which then allowed them to operate in Cardiff. Members were pleased to hear that the creation of Shared Regulatory Services had largely resulted in the standardisation of the taxi licensing processes across the Cardiff, Bridgend and Vale of Glamorgan. They felt that this was a very positive step forward and that standardisation was something that would only benefit taxi licensing standards across Wales as a whole. With this in mind I would ask that you and Shared Regulatory Services continue to push forward the standardisation of taxi licensing as a sensible way forward for improving taxi standards in Wales.

I would be grateful if you would consider the above comments and provide a response to the content of this letter. Please note that the comments made in this letter are also included in a letter to Councillor Michael Michael. I am happy to accept a combined response from both of you in relation to the points raised on Cardiff's Taxi Services.

Regards,

The image shows a handwritten signature in black ink. The signature is written in a cursive style and appears to read 'Ramesh Patel'. It is positioned above the printed name of the signatory.

Councillor Ramesh Patel
Chairperson Environmental Scrutiny Committee

Cc:

- Councillor Michael Michael, Cabinet Member for Clean Streets, Recycling & Environment
- Andrew Gregory, Director of City Operations
- Dave Holland, Head of Shared Regulatory Services
- Christina Hill, Operational Manager Commercial Services, Shared Regulatory Services
- Will Lane, Operational Manager Neighbourhood Services, Shared Regulatory Services
- Matthew Wakelam, Operational Manager, Infrastructure & Operations
- Davina Fiore, Director of Governance & Legal Services
- Members of Cardiff's Environmental Scrutiny Committee

My Ref: T: Scrutiny/Correspondence/Cllr NH

Date: 19 July 2017

Councillor Russell Goodway
Cabinet Member, Investment and Development
Cardiff Council,
County Hall
Cardiff
CF10 4UW



County Hall
Cardiff,
CF10 4UW
Tel: (029) 2087 2087

Neuadd y Sir
Caerdydd,
CF10 4UW
Ffôn: (029) 2087 2088

Dear Councillor Goodway,

Joint Economy & Culture and Environmental Scrutiny Committee: 18 July 2017

On behalf of both the Economy & Culture and Environmental Scrutiny Committees, please accept our thanks for attending our meeting for pre-decision scrutiny of the report to Cabinet titled 'Funding the New Bus Transport Interchange'. Members wish also to pass on their thanks to Neil Hanratty for his attendance and presentation. Members have asked that I pass on the following comments and observations from their discussion at the Way Forward.

Members share the wish to see a high quality bus transport interchange in place as soon as possible and understand the need for this to be achieved within the agreed financial envelope. Having considered the evidence presented regarding market demand for student accommodation in Cardiff, Members support the proposal to move from private rented sector accommodation to student accommodation. Members are pleased to hear that there are ongoing discussions regarding the office space and hope these are successful. However, Members are supportive of a market driven approach for this space as well, subject to further planning application, if required.

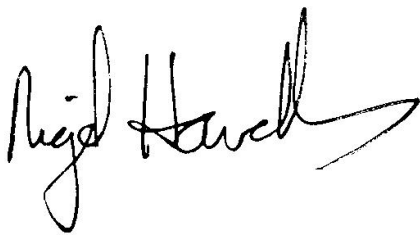
With regard to the second recommendation to Cabinet to delegate authority, Members support this, on the understanding that the usual due diligence checks would apply to ensure robust financial modelling and consideration of legal advice. Members support the appointment of external cost consultants and professional

advisors to ensure that the Council achieves value for money. Members also recognise the usefulness in acquiring the Saunders Road car park site.

Members note the bid to Welsh Government for assistance in meeting technical fit out and highway improvements. Members would like to be kept informed of progress with this bid, in terms of the amount awarded and the uses agreed for the grant funding.

Overall, having considered the evidence presented to the Committee, Members are supportive of the recommendations to Cabinet and look forward to progress being made on the site.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Nigel Howells', with a long horizontal flourish extending to the right.

**COUNCILLOR NIGEL HOWELLS
CHAIR, JOINT ECONOMY & CULTURE AND ENVIRONMENTAL SCRUTINY
COMMITTEE**

cc Members of the Economy & Culture and Environmental Scrutiny Committees
Neil Hanratty
Clair James
Cabinet Support Office

County Councillor Russell Goodway
Cabinet Member, Investment & Development

My ref : RVG/Scrutiny

4 August 2017

County Councillor Nigel Howells
Chair, Joint Economy & Culture and
Environmental Scrutiny Committee
County Hall
CARDIFF
CF10 4UW



Dear County Councillor Howells

**FUNDING THE NEW BUS TRANSPORT INTERCHANGE
JOINT ECONOMY & CULTURE AND ENVIRONMENTAL SCRUTINY
COMMITTEE: 18 JULY 2017**

I refer to your letter dated 19 July 2017 in the above connection which was presented to Cabinet at its meeting on 27 July 2017. Cabinet colleagues were grateful for the supportive comments contained in the letter.

Can I thank you for the invitation to attend your meeting and I am grateful that you decided to undertake a pre-decision scrutiny of the changes that the new Administration is proposing in order to facilitate early delivery of the bus station facility. As you know, those proposals were set out in the Cabinet Report "*Funding the New Transport Interchange*".

I trust that your colleagues appreciate the challenges that remain to be overcome but also that the new Administration has chosen to adopt a new spirit of openness and transparency with regard to the bus station proposals and the potential solutions.

I am grateful that the joint committee supports our intention to adopt a market driven approach which will allow the development partners to market the site in a less constrained manner than has hitherto been the case. We will, of course, seek to achieve the best possible return on the council's investment to ensure that we can deliver the best possible facility but also taking account of the timescales we need to work to if we are to deliver the facility in an acceptable timeframe.

I take on board all of the points you make regarding the need to put in place robust arrangements that will ensure proper due diligence and I will ensure that council officials adopt such an approach.

/cont...

T: 07962 251439
Email: r.v.goodway@cardiff.gov.uk

Please reply to:
Cabinet Office, County Hall, Cardiff, CF10 4UW
T: 029 2087 2631

County Councillor Nigel Howells
Chair, Joint Economy & Culture and
Environmental Scrutiny Committee

I note also the joint committees request to be kept informed of progress with regard to the bid to Welsh Government for funding to help finance the fit out costs of the bus station. I guess that the joint committee would equally like to be kept informed of progress with regard to the overall development and of key issues which are likely to emerge as we take it forward. I am eager to respond positively to the joint committee's request. Please can you ask Scrutiny Officers to liaise with the Cabinet Office to explore what arrangements can be put in place to help ensure this happens.

Yours sincerely



RUSSELL GOODWAY
CABINET MEMBER, INVESTMENT & DEVELOPMENT

My Ref: T: Scrutiny/Correspondence/Cllr NH



County Hall
Cardiff,
CF10 4UW
Tel: (029) 2087 2087

Neuadd y Sir
Caerdydd,
CF10 4UW
Ffôn: (029) 2087 2088

Date: 14 September 2017

Councillor Russell Goodway
Cabinet Member, Investment and Development
Cardiff Council,
County Hall
Cardiff
CF10 4UW

Dear Councillor Goodway,

**Joint Economy & Culture and Environmental Scrutiny Committee:
Consideration of Called – In Decision CAB/17/11: 13 September 2017**

On behalf of both the Economy & Culture and Environmental Scrutiny Committees, please accept our thanks for attending our special meeting to consider the Called-In decision CAB/17/11 titled 'Funding the New Bus Transport Interchange'. Members wish also to pass on their thanks to Neil Hanratty and Geoff Shimell for their attendance.

Having considered the evidence presented by Councillor McEvoy, Dr Max Wallis and yourselves, Members decided not to refer back to Cabinet the decision CAB/17/11. Therefore, this decision stands.

However, Members have asked that I pass on the following comments and observations from their discussion at the Way Forward.

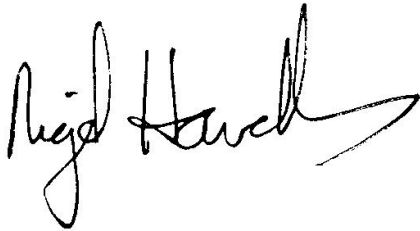
Members welcome the fact that concerted efforts are being made to secure office usage in the interchange building and hope that these prove fruitful. However, Members are supportive of a market driven approach for this space as well, subject to further planning application, if required.

Members asked that I re-emphasise the points made in our previous letter to you, dated 19 July 2017, regarding: ensuring due diligence checks are applied to ensure robust financial modelling and consideration of legal advice; and being kept informed

of progress with the bid to Welsh Government for assistance in meeting technical fit out and highway improvements.

Members share the wish to see a high quality bus transport interchange in place as soon as possible and look forward to progress being made with this.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Nigel Howells', with a stylized flourish at the end.

**COUNCILLOR NIGEL HOWELLS
CHAIR, JOINT ECONOMY & CULTURE AND ENVIRONMENTAL SCRUTINY
COMMITTEE**

cc Members of the Economy & Culture and Environmental Scrutiny Committees
Cllr Neil McEvoy
Neil Hanratty
Geoff Shimell
Dr. Max Wallis
Clair James
Cabinet Support Office

County Councillor Russell Goodway
Cabinet Member, Investment & Development



My ref : RVG/Scrutiny

15 October 2017

County Councillor Nigel Howells
Chair, Joint Economy & Culture and
Environmental Scrutiny COMMITTEE
County Hall
CARDIFF
CF10 4UW

Dear Nigel

**JOINT ECONOMY & CULTURE AND ENVIRONMENTAL SCRUTINY
COMMITTEE: CONSIDERATION OF CALLED – IN DECISION
CAB/17/11: 13 SEPTEMBER 2017**

I apologise for the delay in replying to letter dated 13 September 2017 regarding the call-in of the 'Funding the New Bus Transport Interchange' decision.

I am pleased that Joint Scrutiny Committee's decided not to refer the matter back to Cabinet as it allows us to move the project forward in line with the earlier decision of the Joint Scrutiny Committee.

As you know, the completion of the Transport Interchange is a priority for Huw Thomas new administration and we will continue to work hard to ensure a high quality facility is delivered. The Cabinet will, of course, ensure that we undertake the necessary due diligence as well as robust financial and legal appraisals.

I will keep the scrutiny committees informed on progress.

Yours sincerely

RUSSELL GOODWAY
CABINET MEMBER, INVESTMENT & DEVELOPMENT

T: 07962 251439
Email: r.v.goodway@cardiff.gov.uk

Please reply to:
Cabinet Office, County Hall, Cardiff, CF10 4UW
T: 029 2087 2631

Mae'r dudalen hon yn wag yn fwriadol